



Excellence for all.

Job Title: Child Care Leader

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Director of Child Development Program and/or an assigned designee, plan, coordinate and oversee the operation of a site-level childcare program, including designing and implementing a variety of activities, which promote children's cognitive, linguistic, physical, social-emotional, and self-expressive learning and development in a safe and well supervised manner. Provide work direction to other staff members.

Distinguishing Characteristics:

The Child Care Leader is distinguished from a Child Care Assistant by exercising a significant amount of responsibility in facilitating, planning, and coordination of Child Care program activities at an assigned school site; and providing work direction and guidance to incumbents in a Child Care Assistant classification.

Positions in this classification do not provide instructional support in a K-12 classroom and thus, do not fall under the provisions of the Every Student Succeeds Act of 2015.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Support District adopted curriculum.
- Work with children who may have unique health concerns and/or learning styles.
- Plan, design, and coordinate the operation of a childcare program designed to meet the needs of elementary school-aged children.
- Create appropriate room organization; design and implement a schedule of activities appropriate to the goals of the program that hold the interest of elementary school-aged students. Perform weekly planning for morning kindergarten and afternoon program with age-appropriate activities, initiate contact with parents on a daily basis.
- Assist students with homework assignments; design and implement behavior modification and reinforcement systems.
- Establish and maintain files and records related to the program, such as new registrations and attendance and enrollment reports. Perform operational activities and monitor authorization of persons to sign students in and out.
- Set up work areas, displays and exhibits; operate audio-visual equipment; operate educational training equipment and distributes and collects papers and supplies.
- Assist in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing, and grooming.
- Plan and prepare snacks within nutritional and budget limitations; prepare weekly snack menu for parents.
- Maintain a monthly budget for supplies and orders supplies when needed.
- Organize and coordinate fundraisers with school site and supervisor; maintain communication with supervisor of site activities; and assist supervisor in training personnel.
- Lead childcare activities; explain aspects of the program to parents and the public and interpret policies and procedures with regard to program operation.
- Participate in staff development and in-service training programs as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:**Knowledge of:**

- District standards excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Child guidance principles and practices
- Operation of childcare programs
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing communication skills
- Basic mathematical concepts
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping practices and procedures
- Basic elements of supervision.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Design, implement and coordinate the operation of a site-level childcare program.
- Train and provide work direction to staff members.
- Establish and maintain a safe and healthy environment.
- Set appropriate limits for behavior and apply discipline techniques when appropriate.
- Exercise good judgment in dealing with sensitive interpersonal problems.
- Establish and maintain filing, recordkeeping, and bookkeeping system.
- Maintain accurate financial and enrollment records.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Operate a computer and office equipment.

Education/Experience: Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma or its equivalent and some college level education, preferably in child development and one year of work experience with elementary aged children in an after-school childcare, recreation program, summer camp, classroom teaching or instructional assistant position. Experience in providing work direction and training to staff is desirable. Successful completion of the Merit examination process is required.

Licenses and Other Requirements: Valid First Aid and CPR certificates. Valid California driver's license.

Working Conditions:

Environment: Indoor and outdoor work environment. Constant interruptions.

Physical Demands: Hearing and speaking to exchange information with parents and students. Dexterity of hands and fingers to operate various office and instructional equipment. Seeing to monitor student activities. Standing or walking for extended periods of time. Bending at the waist and kneeling or crouching to provide assistance.

Hazards: Exposure to variable weather conditions during outside activities.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 120

Approved by Personnel Commission: 9/9/2008

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023