

JEFFERSON COUNTY SCHOOL DISTRICT 509-J

JOB DESCRIPTION

POSITION: Child Care Center Coordinator

QUALIFICATIONS:

1. High school diploma or equivalent
2. At least one year of training and/ or experience in management and supervision of adults.
3. Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training.
4. Hold Current First Aid/CPR card and Food Handler Certification

Reports to: MHS Administration

Job Goal: Provide a safe and educational setting to infants and toddlers 6 weeks to 5 years of age in a High School. Provided support and mentoring for staff working in center.

Special Skills: Be able to communicate effectively, orally and written, with supervisors, parents, students and other staff members. Basic knowledge of curriculum development. Knowledge of the *Child Care State and Federal Agency Health & Safety Guidelines and Requirements*. Be able to work independently and interact well with teen-age parents with respect for culture, standards and care.

Performance Responsibilities:

1. Maintain on-going efficient communication between all staff, written and oral. Schedule Staff meetings and staff orientations.
2. Responsible for maintaining State Certification and upholding grant mandated standards as well as school and district standards.
3. Supervise teacher assistants, parents and assist center staff with parent interaction and problem solving as needed.
4. Setting up transportation thru the 509J bus barn for teen parents and babies to and from the High School.
5. Make sure meals are provided by USDA requirements.
6. Make sure appropriate program activities are being done according to age and development of children.
7. Responsible for center budget, purchasing, and all grant and state billing.
8. Delegate duties to center staff as needed.