

CHILD CARE PROGRAM LEADER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to assisting with planning, coordinating and supervising City before and after school child care facilities and/or preschool programs.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist with planning and directing a variety of program areas which may include preschool or afterschool programs.

Aid in training of seasonal employees and volunteers.

Prepare reports, schedules and other administrative material.

Stimulate interest while teaching and supervising activities such as sports, games, special events, arts and crafts, drama and social activities.

Ensure provision of healthy meals and snacks for program participants.

Maintain positive student and family relations and follow disciplinary procedures.

Maintain positive relations with school/facility site staff.

Maintain a safe, clean and orderly classroom environment.

Notify appropriate staff of any problems with regard to site maintenance, children or parents and make recommendations as necessary.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Maintain records and reports as required; track and complete subsidized child care paperwork.

Mentor and direct temporary staff in all aspects of classroom management, curriculum and team building.

Coordinate and purchase supply needs.

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Act in the absence of the Child Care Site Coordinator or the Youth Development Program Coordinator.

Coordinate distribution and assignment of department uniforms and equipment.

Register new students and provide information to families regarding program requirements; conduct orientation for new participants and families; communicate with parents to report incidents or accidents; assist in conducting periodic student/family conferences.

Comply with State licensing requirements and related health and safety regulations.

Monitor and adhere to the program budget.

Supervise assigned temporary staff; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of child care and/or preschool programs and facilities.

Elementary aged children with regard to interest, skills, special needs, recreational activities and program planning of such activities, i.e., sports, organized games, special events, arts and crafts and drama.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Basic methodology of organizing groups, programs and services in a recreational setting.

Principles and techniques of first aid and CPR.

Modern office equipment, methods, procedures and computer hardware and software.

Ability to:

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On a continuous basis, know and understand operations and observe safety rules; supervise children; stand for long periods of time; interpret, understand and follow policies and procedures; explain operations and problem solve issues for the public and with staff.

Move tables, chairs and carry supplies; participate with children on field trips, perform exercises with children; lift or carry weight of 45 pounds or less.

Lead activities and apply program knowledge to coordinate daily activities and special events; be engaged in all aspects of youth development programming. Effectively supervise participants.

Establish positive and professional relationships with children, co-workers and parents.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Operate a computer as necessary to perform job duties.

Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Work outdoors in a variety of weather conditions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Experience and Training

Experience:

At least four (4) years teaching in a licensed day care center or comparable group child care program or working directly with children classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in

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recreation or youth development, experience in human services or experience in school guidance or in other counseling programs.

AND

Training:

Equivalent to completion of the twelfth (12th) grade and completed 12 semester (or equivalent quarter) units which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

OR

Experience:

Two (2) years of teaching experience in a licensed day care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education; experience in physical education or recreation programs; college work-study or internship in recreation or youth development; experience in human services or experience in school guidance or in other counseling programs.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university. Two (2) years of related work experience can substitute for an Associate's Degree with completion of 3 semester units in administration or staff relations and/or 3 units in early childhood education.

OR

Experience:

One (1) year of teaching experience in a licensed day care center or comparable group child care program or working directly with children; classroom teaching or teacher assisting experience in elementary or middle school education, experience in physical education or recreation programs, college work-study or internship in recreation or youth development, experience in human services or experience in school guidance or in other counseling programs.

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AND

Training:

A Bachelor's degree from an accredited college or university which includes 3 units in administration or staff relations and/or 3 units in early childhood education.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of CPR and First Aid certificates within six (6) months of hire.

Possession of or ability to obtain and maintain State required certifications related to health and safety practices and operation of a licensed day care facility within six (6) months of hire.

06-06-22

04-10-21 Child Care Program Leader

12-21-19 Child Care Program Assistant II

04-05-18

07-04-09 Child Care Program Assistant

03-01-05

06-01-98

10-01-88

04-01-87 Program Coordinator