

**Escondido Union High School District
Job Description**

Job Title: Cal-SAFE Childcare Coordinator
Employee Unit: Classified
FLSA Status: Non-Exempt
Salary Level: Range 25
Approved By: Board of Education
Approved Date: February 17, 2009

NATURE OF WORK:

Coordinates infant/toddler services for expectant and parenting students; provides support services to expectant and parenting students. Oversees the organization of activities for infant/toddlers enrolled in the district Cal-SAFE/ECEC (Early Childhood Education Center) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Facilitates Cal-SAFE program organization

Shops for groceries for child meals

Coordinates Home-Hospital instruction scheduling

Develops plans for children's learning experiences to coincide with teen parent education curriculum

Maintains appropriate records for Cal-SAFE program and compiles records for required reports.

Facilitates childcare case management including monitoring the developmental profiles for each student.

Promotes positive communication in all aspects of center operation

Provides coverage in childcare center as necessary

Develops and implements conflict management and problem solving strategies with children and staff

Participates in directing the work of Cal-SAFE childcare staff

Maintains confidentiality

Provides program information to their parents, staff, students and community agencies

Organize and facilitate trainings for Cal-SAFE childcare staff

Participate in professional growth activities

Advocate for pregnant and parenting students, their children and families

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:

AA degree in Child Development (or 60 units) with 24 ECE/CD units including core courses:

- Child/human growth and development
- Child/family/community or child and family relations
- Programs/curriculum

3 units Infant/Toddler coursework

6 units administration

2 units adult supervision

350 days (3+ hours per day within 4 years) of experience

At least 100 days of supervising adults

CERTIFICATES, LICENSES, REGISTRATIONS

Child Development Site Supervisor Permit

Infant, Child, and Adult CPR/First Aid

Valid California Driver's License

KNOWLEDGE OF:

Child growth and development; classroom environment; health, safety and nutrition working with families and communities; appropriate referral agencies; personnel policies of child development center and district; professional educational code of ethics; principles of working with pregnant and parenting students, their families and the community.

ABILITY TO:

Train and provide work direction to staff; demonstrate oral and written communication skills; display interpersonal skills using tact, patience, and courtesy with staff, students, children, and volunteers; plan, coordinate and participate in the daily operations ; implement basic childcare techniques; perform clerical duties; work confidentially with discretion; maintain supplies; model positive interactions, skills and behavior among students and their children.

OTHER SKILLS AND ABILITIES

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Knowledge of regulations and requirements pertaining to childcare programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 45 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be exposed to childhood communicable diseases.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

As the Childcare Coordinator, this individual must demonstrate an ability to get along well with a variety of personalities and maintain confidentiality. Must be able to direct the work of others and exhibit organizational skills that enable him/her to carry out full responsibilities. As a representative of the Escondido Union High School District, the individual assigned to this position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for children of students.