

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Licensed Childcare Site Coordinator Gr. 10
FLSA STATUS:	Non-Exempt
UPDATED:	April 9, 2004

PROGRAM GOALS & OBJECTIVES: Village Kids is a State of Vermont Licensed Childcare program. Village Kids offers age-appropriate activities that include social, physical, creative, emotional and intellectual opportunities for growth. The environment is a safe, fun, caring and supportive one in which children will continue to feel empowered and respected. Village Kids creates a stimulating and rewarding experience for children.

POSITION OBJECTIVES: Direct and oversee the daily activities of the State-licensed After-School Programs in keeping with the program goals and objectives. Ensure quality childcare services are delivered in a safe, developmentally appropriate manner while maintaining fiscal stability.

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

- Design and provide engaging activities for students who participate in the program that are developmentally appropriate and in keeping with the program goals and objectives.
- Reviews and evaluates the program activities to ensure compliance to State and Federal regulations.
- Create and maintain an environment of respect and rapport.
- Assure productive, effective, and efficient use of other childcare workers in the program.
- Effectively manage student behavior by clearly communicating expectations, monitoring student behavior at all times, and successfully and respectfully responding to student behavior and misbehavior.
- Develop and implement effective student behavior plans as needed.
- Organize program furniture and other physical resources to promote interaction, learning, safety and accessibility.
- Develop and implement operational procedures and practices to ensure a safe and healthy environment for children. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Provide accommodations for children with individual needs.
- Responsible for program set up and clean up daily.
- Prepare snacks daily for each child participating in the program.
- Keep parents informed about program policies and procedures (i.e. letters and newsletters etc.)
- Communicate daily with parents regarding student behavior/incidences, activities, child exposure to communicable diseases (i.e. lice, ticks, strep throat, etc.), billing situations etc.
- Promote and support the Essex Junction Recreation and Parks through positive interacts with parents and children.
- Assist the Director and Assistant Director in planning and evaluating program effectiveness and identifying program needs.
- Establish and maintain an organizational structure and staffing to effectively meet the program's goals and objectives through recruitment, staffing, training, supervision of staff, scheduling and evaluation.
- Establish and maintain confidential files on each child participating in the program (i.e. incident reports, accident reports, comprehensive evaluations, behavior interventions, etc.)
- Facilitate the purchasing of instructional materials and teaching aides such as books, toys and games designed to stimulate learning.
- Collect program fees from parents. Develop and maintain accurate record keeping.
- Participate in and attend childcare training and seminars to keep abreast of current best practices, research findings, and other developments in the field.
- Participate in school assemblies and other school events.

- The After K Program coordinators maintain regular interactions with the Kindergarten teaching team, school principal, school nurse, teachers, guidance and school faculty and staff to ensure a consistency of academic and behavioral expectations for the students moving from the Kindergarten classroom to the After K Program. Keep abreast of school events that may impact the program. Integrate the After K Program into the culture of the school.

SUPERVISION RECEIVED: Reports to and evaluated by the Assistant Director of Recreation and Parks.

SUPERVISORY RESPONSIBILITIES: Train, plan, assign, schedule and oversee the quality of work of up to three childcare staff persons; plays a key advisory role in evaluation, hiring, and firing.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelors degree in Recreation, Elementary education or related field plus a minimum of two years of experience in youth service program management or a combination of education and experience from which comparable skills and knowledge are obtained.
- **Certifications and Licenses.** Must have or have the ability to obtain Red Cross CPR and First-Aid certification and attend a Bloodborne Pathogen training. Valid Vermont Drivers' License required.
- **Language Skills.** Ability to read, analyze, and interpret professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, school faculty, parents and the general public.
- **Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages in regards to assisting in the department/program budget preparation and administration, including review and analysis of expenditures.
- **Computer Skills and Experience.** Knowledge, skills and experience with word processing, spreadsheet, and database programs. Previous Microsoft Office experience is preferred.
- **Reasoning Ability/Mental Requirements.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk and hear. The employee is frequently exposed to moderately stressful situations. The employee is regularly required to run, hop, skip and jump while participating in student programs. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or assist in lifting or moving up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must be able to drive.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasional exposure to high, precarious places. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.