



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	FACILITATOR CHILD CARE CENTER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II/GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8222
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Coordinates the implementation of a comprehensive child care program for infants and preschool age children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides a comprehensive child care program which promotes the social, emotional, physical and cognitive development of assigned children

Creates and maintains an appropriate, wholesome learning environment which nurtures the growth and development of young children

Plans regularly with, supervises and evaluates the lead child care center assistants, child care assistants, other staff and volunteers

Coordinates parent support activities for the parents of the children receiving child care

Selects and orders supplies, equipment and furniture for the child care centers

Works with supervisor to plan and implement budgets

Assures compliance with appropriate rules and regulations for child care as prescribed by the licensing agency and programmatic guidelines, and assures compliance with the child care feeding program

Supervises the collection of fees; works with the bookkeeper to maintain accurate financial records for center(s)

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

CDA (Child Development Associate) or Associate of Arts with emphasis in child development or Bachelor's degree in a related field or three (3) years full time paid experience in a child care facility

Three (3) years of successful experience in working with young children in a group

Two (2) years of experience in supervision and training day care center staff

Certification in Pediatric First Aid and CPR

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in working with infants or children with special needs

Experience in arranging or implementing parenting skills training

Curriculum development experience
Bachelor's degree or Master's degree in early childhood
Experience in a diverse workplace