

MODESTO CITY SCHOOLS

JOB DESCRIPTION

LEAD CHILD CARE PROVIDER

DEFINITION:

Under the direction of the Site Administrator and Manager-ASES Program, lead and provide child care, supervision and learning activities to children enrolled in a District child care program; plan and implement a variety of activities to meet the needs and interests of children; perform a variety of clerical support duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and provide child care, supervision and learning activities to children enrolled in a designated child care center or program; provide quality child care and a safe and loving environment; respond to a child's needs and problems in a patient, caring and sensitive manner.
- Train and provide work direction to Child Care personnel; coordinate, delegate and assign duties responsibilities to assigned Child Care staff; track staff attendance; provide shift coverage before and after office hours.
- Collect child care program payments and generate receipts; complete deposit forms and submit payments to accounting department.
- Oversee groups of students in lunchroom and other playground activities as assigned; escort children to and from classrooms; assure safe outdoor play.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding child performance and behavior.
- Plan and implement a variety of activities to meet the needs and interests of children; use appropriate program activities and instructional materials.
- Assist students with building self-esteem by providing children with proper examples, emotional support, friendly attitude and general guidance.
- Assist students with homework and classroom assignments; read age-appropriate stories to students.
- Research and prepare materials for learning activities and arts/craft activities.
- Assist with snack and lunch time as assigned; assist in the preparation of food items as directed.
- Distribute flyers, forms and applications to parents as needed.
- Set up classroom work areas and displays; distribute and collect paper, supplies and materials.
- Assure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean and organize classrooms; set up, and set out toys and instructional materials.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain classroom supplies and request materials as needed.
- Maintain related records such as attendance logs, lists, staff pay claims and calendars; verify student absences.
- Operate a variety of standard classroom and office equipment including a computer and assigned software; operate a two-way radio.
- Attend meetings and in-service trainings as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years experience working with children in an organization setting or learning environment.

DESIRED QUALIFICATIONS:

- Valid First Aid/CPR certification.

Knowledge of:

- Basic principles and practices of child development including proper care and discipline.
- Child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District emergency response procedures.
- Classroom procedures and appropriate student conduct.
- Operation of a variety of standard office and classroom equipment including a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic math calculations.

Ability to:

- Lead and assist in the care, supervision and learning activities of children enrolled in a designated child care center or program.
- Coordinate and delegate duties and responsibilities to assigned staff.
- Planning and implementing a variety of activities to meet the needs and interests of children.
- Assist in the preparation of instructional materials.
- Assist with housekeeping activities as directed.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report children behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Add, subtract, multiply and divide with speed and accuracy.
- Maintain records and files.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 10/9/12

Unit Approved: 11/8/12

Board Approved: 12/10/12

FLSA Status: Non Exempt

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