

ASSISTANT CHILD CARE SITE COORDINATOR

DEFINITION

To perform responsible administrative and technical duties in support of planning and operations activities at the City's childcare program sites.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Child Care Site Coordinator series. Employees within this class perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Child Care Site Coordinator in that the latter is an advanced journey level class responsible for oversight of the planning and operations of assigned program sites, including ensuring compliance with various health, safety, and licensing regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Child Care Site Coordinator or Youth Development Program Coordinator.

May exercise technical and functional supervision over technical and administrative support personnel.

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

Assist in planning and implementation of age-appropriate activities involving children in sports, low-organized games, special events, arts, crafts, drama, social activities, including off-campus/field site excursions; assist in scheduling instructors, guest speakers and planning special events.

Assist in maintaining a safe, clean, orderly and pleasant classroom environment; perform minor maintenance/repair functions as necessary; make requests for maintenance/follow-up work.

Ensure safety procedures are followed by staff and program participants; post current regulatory and safety notices.

Maintain or assist with maintenance of participant, staff, and site records; prepare reports and statistics as required; conduct daily student check-in and maintain attendance records.

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

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

Conduct disaster preparedness drills.

Ensure provision of healthy meals and snacks for program participants.

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

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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:

Childcare program activities designed to stimulate social and physical development.

Customer service and public relations techniques.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, and databases.

##### Ability to:

Perform responsible support duties in planning and operations activities at the City's childcare program sites.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend or stoop to observe operations; twist to reach equipment surrounding desk; perform simple

grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interact in an effective manner with parents in explaining program services, rules and requirements.

Train part-time staff in work procedures and requirements.

Enforce safe work practices and ensure facility and equipment safety.

Work assigned shifts and schedules.

Communicate clearly and concisely, both orally and in writing.

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

### Experience and Training

#### 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 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.

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, or ability to obtain, First Aid and CPR Certifications as issued by the American Red Cross within six 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 6 months of hire.

01-03-19

10-31-14

08-25-12 Assistant Child Care Site Coordinator

06-01-98

10-01-88

02-22-88 Assistant Day Care Site Coordinator