

Vail School District Job Description

Job Title: CHILDCARE LEAD

Department: Community Programs

Reports To: Site Director

FLSA Status: Non-Exempt

Level: 6

Revised: November 6, 2014

SUMMARY

Facilitates and provides quality care in an environment that allows children to develop to their potential. Children will be engaged in activities designed to promote social, physical and intellectual growth.

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

- Clearly articulates the Community Programs philosophy and goals.
- Plans, posts and implements individual and group activities to stimulate growth that follow the applicable learning standards.
- Follows through with enrichment activities based on the written activity/lesson plans that are in accordance with the applicable learning standards.
- Participates in the children's activities by interacting, observing, extending language experiences, modeling desired behavior and facilitating conflict resolution as using only positive guidance techniques.
- Supervises children, maintains ratios and keeps a daily attendance roster, including children going to and from the program.
- Provides information for the classroom and site newsletter.
- Maintains and updates emergency information for each child.
- Prepares monthly sign-in sheets that includes writing in parents name, placing name/schedule labels and daily review of parent's signatures and correct times.
- Provides a clean and organized environment where children are safe, nurtured and valued.
- Arranges the environment so that the activities/centers are engaging and developmentally appropriate.
- Participates in daily cleaning and safety checklist.
- Reports supply needs and maintenance needs to the Site Director.
- Follows the Vail School District Governing Board Policies and Procedures along with the Community Programs Staff Handbook and Accreditation.
- Follows the A.C.T. and G.R.E.A.T. statements as explained in the Community Programs Staff Handbook.
- Follows rules and regulations of the Arizona Department of Health Services.
- Ensures all policies and procedures are followed, and all relevant forms, from and for the parents, are collected and completed daily.

- Attends and actively participates in all required staff meetings and obtains a minimum of 24 hours of professional development each year that meet DHS Licensing requirements with verification of attendance to be placed in personnel file.
- Reads the staff notebook and signs in and out daily.
- Builds relationships by communicating positively and effectively with parents on a regular basis.
- Clearly and effectively articulates the program philosophy and developmentally appropriate practices to families.
- Maintains a work environment that generates trust, collaboration, and caring.
- Responsible for regular communication with families, and monthly updated documentation/observation boards.
- Performs tasks assigned by the Site Director, Regional Site Director, Enrichment Program Coordinator and/or the Director of Community Programs.
- Must be able to establish and maintain effective working relationships with Community Programs staff, representatives of local and state agencies, families and the public.
- Must be able to work with a diverse population, including those with various individual needs.

SUPERVISORY RESPONSIBILITIES

This position may provide indirect supervision of Community Programs childcare support staff, as assigned by the Site Director or Regional Director.

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

- High school diploma or equivalent AND minimum of 6 months experience in childcare or related field.

ABILITIES

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively to students, parents, employees, and members of the community. Ability to write activity/lesson plans, routine reports and correspondence. Ability to communicate effectively with students who have special needs.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.