

## **Vail School District Job Description**

**Job Title: CHILDCARE LEAD**

**Department:** Community Programs

**Reports To:** Site Director

**FLSA Status:** Non-Exempt

**Classification:** Level 10

**Revised:** 06/26/2018

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

- Clearly and effectively articulates the philosophies and goals of the Community Programs Enrichment program.
- Plans, posts and implements activities/lesson plans that are in accordance with 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 life skills, and 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.
- Creates weekly newsletter for distribution to families.
- Reviews monthly sign-in sheets daily for parent's signatures and correct times.
- Provides a clean and organized environment where children are safe, nurtured, and valued.
- Arranges the environment so that it is intentional, engaging, and developmentally appropriate.
- Participates in the daily cleaning routine.
- Reports supply needs and maintenance needs to the Site Director.
- Follows rules, regulations, and policies of the following regulatory agencies; Arizona Department of Child Care Licensing, Department of Economic Security, Quality First Criteria, National Association for the Education of Young Children, and the Vail School District Governing Board Policies and Procedures along with the Community Programs Staff Expectations and Guidelines.
- Attends and actively participates in the collaboration, planning and implementation of 3 family events per year and other community events with the Director and other co-workers.

- Attends and actively participates in all required staff meetings and obtains a minimum of 24 hours of professional development each year.
- Builds relationships by communicating positively and effectively with parents on a daily basis.
- Clearly and effectively articulates the program philosophy and developmentally appropriate practices to families.
- Responsible for regular communication with families, and monthly updated documentation/observation boards that follows specific criteria.
- Establishes and maintains effective working relationships with Community Programs staff, representatives of local and state agencies, families and the public.
- Effectively work with a diverse population, including those with various individual needs.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **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 a group childcare setting in a 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 25 pounds and infrequently 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 and heat. The noise level in the work environment is usually moderate.