



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	2	

JOB TITLE	CONTRACT REFERENCE
Tiger Club Childcare Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Director of Community Education	May 2016

JOB SUMMARY

Coordinate and supervise a childcare program for age birth through 12.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	<ul style="list-style-type: none"> • Design, plan, implement and evaluate a balanced and age appropriate infant, toddler, pre-school and school age childcare program with responsibility for health and safety, public relations, staff supervision, evaluation, record keeping, marketing, and conflict resolution. 	70%
2.	<ul style="list-style-type: none"> • Prepare, recommend and monitor budgets for all programs throughout the year and make adjustments as necessary. 	5%
3.	<ul style="list-style-type: none"> • Manage relations with parents and other groups and agencies related to the program and develop and implement an annual marketing plan. 	5%
4.	<ul style="list-style-type: none"> • Recruit, hire, supervise, evaluate, train and discipline staff according to district policies. Recommend hiring and dismissal actions to the Director. 	10%
5.	<ul style="list-style-type: none"> • Monitor program's compliance with relevant regulations, statutes, and licensing rules effecting the program and recommend program and/or policy changes to the Director. 	4%
6.	<ul style="list-style-type: none"> • Plan and develop staff development activities for staff to stay current on issues within the field and apply that knowledge to the program. 	4%
7.	<ul style="list-style-type: none"> • Represent Community Ed on district-wide & other appropriate committees 	2%

JOB TITLE

School Age Care Coordinator

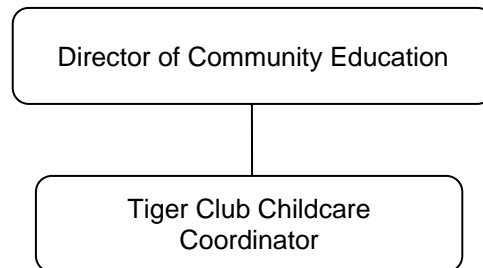
CONTRACT REFERENCE

Individual Contract

8.	• Assume other responsibilities as requested by the Director of Community Education	%	N/B
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QUALIFICATIONS

1. Bachelor's Degree in Education or related field or School Age Care Certificate Program
2. Four years of childcare experience
3. Intercultural competence and experience working with diverse populations
4. Excellent interpersonal, verbal and written communication skills
5. Effective problem solving, decision making and organizational skills
6. Experience effectively supervising staff and managing a childcare program in an inclusive environment
7. Satisfactory criminal background check

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.