

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Child Care Coordinator

Class Code: 31045
Pay Grade: GG

A. Purpose:

Manages the operation of a child or day-care center by designing and directing learning activities; by supervising the care and feeding of children; and by hiring, training and supervising staff.

B. Distinguishing Feature:

The Child Care Coordinator has overall responsibility for the management of child care center operations and staff.

The Child Care Worker is responsible for the care and well being of children in a child care center or preschool.

The Teacher Aide provides teaching assistance in planning, preparing and implementing daily educational programs by devising instructional methods and aids and observing pupils to determine limitations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Interviews and selects staff to be hired.
 - b. Trains and provides work direction.
 - c. Addresses employee problems and recommends disciplinary actions.
 - d. Evaluates performance and completes performance documents.
 - e. Schedules and determines work assignments to assure a sufficient quantity of staff is available to serve the needs of the children and to meet the adult-to-child ratio prescribed by law.
2. Develops and implements structural learning activities to promote the social, physical and intellectual growth of children.
3. Plans menus and food production to fulfill the nutritional needs of children.
 - a. Approves menu plans; coordinates delivery of daily lunches; administers monthly food program meal counts and reimbursement claims.
 - b. Maintains meal counts, ADC attendance records and other forms to obtain reimbursement or funding necessary for continued operation of the center.
4. Provides input and assistance in budget preparation; prepares monthly financial statements and annual reports; orders and purchases supplies within established budget.
5. Confers with parents concerning center policy and to exchange information about or discuss disciplinary problems with children.

6. Prepares and maintains a variety of records, including requisitions, parental billing statements, health reports and histories, immunization records, student evaluations and ADC attendance records.
7. Produces child care center newsletter and promotional brochures.
8. Provides in-service workshops, training and instructions to staff concerning child safety, health, personal care, structural learning activities and other child care information.
 - a. Observes staff and children's interaction to provide staff with input regarding appropriate age group activities and expectations and developmental stages of the children.
 - b. Teaches alphabet, color recognition, numbers, finger plays, songs and stories to small groups.
 - c. Creates lesson plans for art, small manipulation and dramatic activities.
9. Performs other work as required.

D. Reporting Relationships:

Subordinates are trained to assist in teaching-learning activities, observing and caring for children, and preparing food.

E. Challenges and Problems:

The major challenge faced by this position is the supervision of a large staff composed of students and volunteers. Because a minimum adult-to-child ratio is required by law in child or day care centers serious scheduling problems can occur given the composition of the staff. The Child Care Coordinator must also assure that the staff is properly trained in conducting learning activities and are consistent in their handling and discipline of children,

F. Decision-making Authority:

The Child Care Coordinator is free to manage the day-to-day operation of the day-care center. The Coordinator hires all the staff and approves the volunteers. The position purchases all materials and supplies. The Coordinator sets enrollment levels and determines when to close enrollment,

Decisions on the purchase of major cost items are referred to the supervisor. The Day-Care Advisory Board directs changes in day-care policy.

G. Contact with Others:

The Child Care Coordinator has daily contact with parents to exchange information on children. The Child Care Coordinator meets with the Day-Care Advisory Board a prescribed number of times a year to discuss day-care center policy.

H. Working Conditions:

The Child Care Coordinator works in a child or day-care center. The Coordinator is exposed to numerous types of illnesses due to contact with infectious children

I. Knowledge, Skills and Abilities:

Knowledge of:

- English grammar, spelling, and punctuation;
- effective methods of supervision;
- early childhood development;
- principles of child learning;
- child nutrition.

Ability to:

- document logically, accurately, and concisely all pertinent information;
- communicate information clearly and concisely;
- make proper responses to potential and current safety problems;
- develop and maintain effective working relationships with individuals and groups;
- apply applicable Federal and State laws and regulations to child or day care operations;
- organize and develop instructional material and present information and material in an interesting and challenging manner;
- supervise;
- maintain records and organize filing and records keeping systems;
- manage inventory control and order supplies as needed and request repairs for equipment in a timely fashion;
- obtain necessary training for staff on subjects such as infant and child CPR and infant and child foreign body airway obstruction reduction.