

**Escondido Union High School District
Job Description**

Job Title: Cal-SAFE Childcare Coordinator
Employee Unit: Classified
FLSA Status: Non-Exempt
Salary Level: Range 27
Approved By: Board of Education
Approved Date: 11/10/2020

NATURE OF WORK:

Collaborates with Cal-SAFE Program Coordinator to implement infant/toddler services for expectant and parenting students; provides support services to expectant and parenting students. Oversees the organization of activities for infant/toddlers enrolled in the district Cal-SAFE/ECEC (Early Childhood Education Center) and its affiliate programs.

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

Facilitates the organization of Cal-SAFE and its affiliate programs, including compliance with any local, state and federal governing agencies.

Supports and guides childcare staff and volunteers on how to maintain an effective and compliant program for infants and toddlers.

Assists in the preparation of grant and funding requests as needed.

Maintains appropriate records and documents for Cal-SAFE and its affiliate programs according to licensing, state, and federal regulations, guidelines, and requirements; compiles necessary records for required reports, including federal and state regulations.

Facilitates childcare case management including, but not limited to, monitoring the developmental profiles for each student, lesson plans, daily activities, and daily care plans.

Organize and facilitate trainings for Cal-SAFE staff such as new staff orientation, curriculum planning, as needed; organize and facilitate trainings for volunteers and parents as needed.

Promotes positive communication in all aspects of facility operation including, but not limited to, providing facility tours.

Provides program information to families, staff, and community agencies.

Develops plans for children's learning experiences to coincide with teen parent education curriculum.

Develops and implements conflict management and problem-solving strategies with both children and parents.

Advocates for expectant and parenting students, their children and families.

Uses district vehicle to transport students and children to appointments, pick up supplies, and conduct home visits, as needed.

Coordinates meetings between local agencies and parents, as needed.

Assists Child Care Attendants and Child Care Assistants, as needed, to maintain compliant adult to infant/toddler ratio.

Assists in clerical duties, as needed, including, but not limited to the preparation of time cards, greeting visitors, and answering telephones.

Purchases groceries for child meals

Maintains the confidentiality of students and children, including any records and files.

Attends meetings, trainings, in-services, or conferences, as needed.

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 general education degree (GED)

AA degree in Child Development (or 60 units) with 24 ECE/CD units including core courses:

Child/human growth and development

Child/family/community or child and family relations

Programs/curriculum

3 units Infant/Toddler coursework

6 units administration

2 units adult supervision

350 days (3+ hours per day within 4 years) of experience

At least 100 days of supervising adults

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Child Development Site Supervisor Permit
Infant, Child, and Adult CPR/First Aid
Valid California Driver's License
Valid Food Handler Card

KNOWLEDGE OF:

Child growth and development of infants and toddlers;
Classroom environment; health, safety and nutrition;
Principles of working with expectant and parenting students, their families, the local community, and appropriate referral agencies;
Personnel policies of child development center and district;
Computer programs; i.e., Outlook, Microsoft Word, Microsoft Excel, and Google Docs;
Licensing, State and Federal guidelines pertaining to child care (Title V and Title 22).

ABILITY TO:

Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices;

Train and provide work guidance to staff; demonstrate oral and written communication skills; display interpersonal skills using tact, patience, and courtesy with staff, students, children, and volunteers; plan, coordinate, collaborate, and participate in the daily operations; meet multiple concurrent demands; write routine reports and correspondence; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; implement basic childcare techniques; perform clerical duties; work confidentially with discretion; maintain supplies; model positive interactions, skills and behavior among students and their children.

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 walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 45 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possible exposure to childhood communicable diseases.

The noise level in the work environment is usually moderate.

COMMENTS

As the Childcare Coordinator, this individual must demonstrate an ability to get along well with a variety of personalities and maintain confidentiality. Must be able to guide the work of others and exhibit organizational skills that enable him/her to carry out full responsibilities. As a representative of the Escondido Union High School District, the individual assigned to this position must maintain personal hygiene and appearance, and a professional, caring, helpful attitude at all times. In addition, must demonstrate a willingness and ability to work with families, parents, young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for our clients.