

Coordinator of Before School Child Care Program

Primary Function

To oversee the structure and operation of the Child Care Program.

Organizational Relationships

Reports to the Business Manager.

Qualifications

- B.A. Degree with coursework in child development.
- Experience working with children.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle student and staff information with confidentiality.

Performance Responsibilities

1. Visit each childcare site weekly.
2. Recommend for hire, supervise and schedule staff, and verify payroll.
3. Maintain records and create reports as needed.
4. Assist coordination, invoice and records of Before School Child Care Program.
5. Arrange for substitute coverage for staff absences.
6. Coordinate back to school annual staff meetings, and site-specific meetings as needed.
7. Orders materials and supplies.
8. Serve as liaison between District 39 and parents; mediates problems.
9. Follow-up on all outstanding fees; requests scholarships from Business Manager for those in need.
10. Works with principals and staff in each building to make the child care experience beneficial.
11. Oversee all program marketing and registration.
12. Performs other duties and assumes other responsibilities as may be assigned by the Business Manager.

Terms of Employment

Stipend

Evaluation

Performance of this job will be evaluated in accordance with the provisions of Board Policy.