

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

CHILD CARE PROVIDER SUPERVISOR

QUALIFICATIONS:

- (1) Child Development Associate (CDA) Certification.
- (2) Ability to work effectively with children, parents, and program staff.
- (3) First Aid/CPR Certification.
- (4) Experience with supervision and guidance of adults in a Child Care Program.
- (5) Awareness of HRS guidelines and regulations regarding child care.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and Children and Families (HRS) rules and regulations for day cares. Ability to plan, develop, and implement developmentally appropriate activities. Ability to work with children, parents, teachers, and educational leaders. Ability to assess children, provide parent education, and develop family support plans. Ability to maintain up-to-date records on the families. Organized and flexible with the ability to function and perform the job with minimum supervision.

REPORTS TO:

Lead Teacher: Even Start/First Start Program

JOB GOAL

To provide quality on-site child care services to children who are enrolled in the Even Start Program and to provide leadership, coordination, and articulation in the implementation of the program.

SUPERVISES:

Students and Staff in the Even Start Child Care Program.

PERFORMANCE RESPONSIBILITIES:

- (1) Responsible for the welfare and safety of children in the program.
- (2) To provide leadership, coordination, and articulation with the Even Start child care staff.
- (3) To provide quality care to all Even Start children.
- (4) Coordinates the implementation of child care services with the Lead Teacher.
- (5) With the assistance of the Lead Teacher, plan developmentally appropriate activities, which includes written lesson plans.
- (6) To provide for all children's individual needs.
- (7) Communicate effectively with parents on a regular basis.
- (8) Provide First Aid/CPR when needed.
- (9) Arrange for substitute for the Child Care providers.
- (10) Maintains accurate and up-to-date childcare program records.
- (11) Be continually aware of the HRS Standards and regulations required for childcare providers and facilities.

14.00

CHILD CARE PROVIDER SUPERVISOR (Continued)

- (12) Perform other related work as required and/or assigned by the Lead Teacher:
First Start/Even Start Program.**

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.
(184) Additional 20 days required for summer child care: Even Start.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8