

CHILD CARE CENTER COORDINATOR 1

KIND OF WORK

Technical/para-professional child care center administration work.

NATURE AND PURPOSE

Under limited supervision, coordinates and performs the daily activities of a small to medium-sized community college child care center and formulates and implements policies and procedures, program activities and operating budgets to assure the center is in compliance with governmental licensure requirements and community college board policies; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops a coordinating program of activities for the center to ensure the center operates efficiently and meets the needs of the children by determining the learning environment of the center, preparing daily programs and activities, organizing special activities and field trips and preparing quarterly progress reports of each child enrolled in the center.

Develops and implements center operating policies and procedures by reviewing admission, attendance, educational and health procedures, by maintaining accurate recordkeeping systems and investigating new ways to improve services.

Develops and maintains records to ensure compliance with State and federal regulations and to maintain licensure of the center by developing enrollment and fee collection procedures and other administrative systems.

Prepares and controls the center's operating services and budget to ensure that all service obligations are available within allotted spending categories by arranging for services and monitoring expenditures regarding insurance coverages, food delivery, art supplies, educational equipment and related costs.

Plans, develops and implements the orientation/education system and child care center evaluation system for children's parents to provide initial information and updates regarding available center services and to encourage active parental participation in the assessment and recommended changes to existing center operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal regulations regarding child care center operations sufficient to plan, develop and implement policies, procedures and record systems that meet government standards for licensure.

Child development, child psychology and/or early childhood education sufficient to construct and implement a formal activity program for pre-school children.

Instructional and developmental methodology, materials and curriculums sufficient to design and administer learning strategies that incorporate the physical, emotional, social and intellectual needs of children.

Available resources and services for special needs children, parental counseling, financial assistance, etc. sufficient to provide parents with sources of referral to meet unique circumstances.

Ability to:

Administer State and federal guidelines, rules and regulations regarding child care center operations and licensure.

Develop and maintain financial and client record systems used in the child care center operation.

Organize, delegate and direct the work of other employees.

Communicate effectively orally and in writing with licensing agencies, college staff, parents, children and the general public.

LICENSURE REQUIREMENTS

Must meet qualifications for Child Care Center Teacher as outlined in Department of Public Welfare Rule 3.

Est.: 2/84
Rev.:

TC:
Former Title(s)