SENIOR CHILD CARE LEADER

DEFINITION

Under general supervision of the Site Coordinator/Assistant Site Coordinator, to develop, plan, organize and assist with the overall operation of a child care program; to provide supervision of operations and give direction to Student Child Care Leaders and Child Care Leaders; direct and supervise school-age children in both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice, and program philosophy; and perform related work as required.

EXAMPLES OF DUTIES

- Develop specific program(s) and activities; coordinate the work of Student Child Care Leaders and Child Care Leaders; enforce District policies, procedures and regulations; assist in providing necessary program training for Child Care Leaders; coordinate program scheduling; open and/or close child care facility; complete necessary reports relating to programs; and maintain accurate records of programs, participation, staffing and inventory of equipment and supplies.
- Assist school-age children in safe learning and recreational experiences; teach and supervise games, sports and other activities; prepare and assist in the set up and preparation of activities for use with individual or small groups of children; supervise participants and ensure their safety; use positive reinforcement strategies and other techniques to assist children in the development of appropriate behavior; use good judgment regarding appropriate action to assist injured or physically ill participants.
- Assist with snacks and other meals as appropriate; clean serving area after meals.
- Maintain and assure a clean, safe, attractive and positive environment; perform light housekeeping duties; put games in order; remove damaged toys or materials; and other duties as needed.
- Maintain attendance records.
- Greet parents when picking up or dropping off children; refer questions and concerns to Site Coordinator/Assistant Site Coordinator as necessary.
- Participate in workshops and training sessions as assigned; attend staff meetings as assigned. Work location may be a fixed site schedule or a flexible site schedule, dependent upon needs of the program.

QUALIFICATIONS

Knowledge of

- Programs offered by the Recreation and Community Services Department; Child Care Division policies and procedures; child care programming operation and purpose; training and staff motivation techniques, skills and procedures; and rules of various sports and games. Basic concepts of child growth and development and developmental behavior characteristics; student behavior management strategies and techniques; routine record keeping techniques.

Ability to

- Plan, coordinate and conduct child care programs and activities; assist in coordinating the activities of Student Child Care Leaders and Child Care Leaders; assist with program training; prepare accurate reports and maintain required registration and attendance records; establish and maintain cooperative
working relationships; apply judgment, discretion and initiative; express ideas in both written and verbal form; and understand and carry out oral and written instructions. Demonstrate an understanding, patient, and receptive attitude toward children; supervise, motivate and manage children; organize and direct inside and outside activities.

**Experience**
One year of increasingly responsible child care or related work experience in a school age child care program.

**Education**
Equivalent to completion of the twelfth grade. A minimum of nine Early Childhood Education units from an accredited college preferred.

**Physical Performance Requirements**
Standing or walking most of the time. Light lifting frequently involved including, but not limited to, lifting, pushing and/or pulling objects, normally not exceeding 30 pounds. Mobility to stand, stoop and bend the body; mobility to reach and carry; and dexterity of hands to grasp and manipulate small objects; hearing and speaking to exchange information; vision to monitor children.

**Certificates**
Possession of a current First Aid and CPR card preferred.

**Licenses**
Possession of a valid California Driver’s License, if required.

Board Approved: June 25, 1996
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