

# **Child Care Program Coordinator Tompkins County**

**Department:** Lansing and Newfield School Districts

**Classification:** Competitive

**Revised:** 6/11; 12/13; 01/17

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Completion of high school or possession of a high school equivalency diploma **AND** one year of experience directing preschool and/or school age childcare programs.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a community-service position involving responsibility for overseeing a child care center for preschool and/or school age children, which includes recruiting, scheduling and supervising staff, planning and conducting center activities, and coordinating all center functions. The work is performed under the general supervision of the building principal with considerable leeway allowed for the exercise of independent judgment in carrying out the work. Supervision will be exercised over the work of subordinate employees and volunteers as necessary. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Plans and carries out a program to recruit, select, train, and schedule staff for the child care center;
- Conducts programs of the center, which may include story telling sessions, dramatics, recreation activities, and special events;
- Develops rules and procedures for staff involved in the center program;
- Addresses groups and organizes community interest and participation in center activities;
- Evaluates the performance of staff;
- Assists parents in finding local sources of needed information and services;
- Instructs children in games, sports, arts and crafts, dancing, singing, dramatics, and other activities;
- Supervises the conduct of children's games;
- Supervises staff and volunteers;
- Schedules and coordinates preparation for special events;
- Maintains records of attendance, activities, and equipment;
- Maintains records and prepares reports;
- Prepares and presents oral and written reports for the principal, Superintendent or Board of Education.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the structure and operation of community-based service groups;
- Working knowledge of community organization techniques; Ability to recruit, select, and train staff;
- Ability to plan and direct programs in such a way as to ensure optimum use of community services;
- Ability to establish and maintain effective working relationships with others;
- Ability to relate freely with children;
- Ability to maintain records and prepare oral and written reports;
- Emotional maturity;
- Good judgment;
- Desire to work with children;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created August 17, 2006

C107.doc