

ORANGE UNIFIED SCHOOL DISTRICT

CHILD CARE LEADER

DEFINITION

Under general supervision - coordinate, teach and evaluate a before and after school program at an individual or multi-school site(s); develop, integrate, and manage safe and enriching program lessons and activities; participate in the day-to-day activities; perform related duties as required or assigned.

Representative Duties

Plan, direct and participate in the site's School Age Care (SAC) program philosophy and objectives, including an enriching curriculum development and implementation based on many learning styles and modalities; select and develop requisitions for instructional materials and supplies; supervise subordinate staff, interns, volunteers, and students on a day-to-day basis; ongoing communication with parents; keep accurate written documentation of student, parent and staff issues; keep accurate records and data necessary for use in budget preparation; work closely with program bookkeeper for accurate parent billing; prepare required reports for submission to County and State regulatory agencies; responsible for the utilization, maintenance and record keeping of the property and equipment assigned to the site; plan and participate with school site on disaster planning and other pertinent site issues; attend staff meetings and trainings; develop and maintains a professional growth development plan.

Organizational Responsibilities

Positions in this class report to a Child Care Supervisor and Program Director.

QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

Graduation from high school with an additional 15 semester units or equivalent quarter units in early childhood education (ECE), human development (HD), or units towards a teaching credential. Three (3) of the units must be in an ECE or HD administration course, and four years= teaching experience in a school-age care program environment.

Knowledge and Abilities

Knowledge of:

- The laws and regulations relating to General Licensing Requirements of Child Care Centers (California-DSS-Manual-CCL, Title 22, Division 12); cognitive, social-emotional, creative, and physical development of school-age children;
- Competency and skills involving safety, health, nutrition, and interpersonal/group dynamics; a working knowledge of the California Department of Education Content Standards, Course of Study.
- Safe working methods and procedures.

Ability to:

- Establish and maintain effective working relationships;
- Provide for the health, safety, nutritional, and psychological needs of school-age students;
- Supervise learning and physical activities;

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- Communicate effectively;
- Understand written and verbal directions.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 50 pounds and is an infrequent aspect of the job.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Incumbents should possess good color perception.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;

Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within an out of District boundaries to attend meetings;

Incumbents may be required to work without effective protection from sun, cold and rain;

Incumbents are designated as AChild Care Custodians@ pursuant to the provisions of Penal Code Section 11165.7 and may be required to remain at the work site after scheduled work hours to care for children until parents or a proper authority arrives.

Other Requirements

Possession of a valid California Drivers License.

CPR/First Aid Certificate