

TOWN OF SAN ANSELMO

CHILD CARE INSTRUCTOR

DEFINITION

Under the supervision of the Recreation Coordinator II for Child Care, to work in assigned child care programs, activities, and services; to assume the duties of the Recreation Coordinator II for Child Care in his/her absence; and to perform a variety of tasks related to program responsibilities.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Recreation Coordinator II for Child Care by the performance of more routine tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the Recreation Coordinator II level. Employees are required to have completed 12 units of Early Childhood Education courses, but may not be qualified as a state licensed child care director.

SUPERVISION RECEIVED AND EXERCISED

Receives functional supervision from the Recreation Coordinator II for Child Care with general supervision from the Recreation Supervisor. In the absence of the Recreation Coordinator II for Child Care, supervises Child Care Aides.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

Assist with planning and scheduling of child care programs.

Implement age-appropriate activities and events.

Supervise and participate in the activities of children.

Interact with parents and communicate information related to program and participants.

Monitor classroom supplies and maintain facility in a safe, orderly manner.

Maintain logs, files and other record keeping systems; gather and monitor information.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

OTHER DUTIES

Maintains attendance records for additional before/after schools hours, calculates monthly charges, prepares and distributes invoices to parents. Reconciles receipts and provides initial follow up on non-payments.

Promote Town recreation programs in the community; respond to inquiries and concerns regarding recreation activities; research and resolve conflicts within scope of responsibility.

Perform related duties as assigned.

MINIMUM OUALIFICATIONS

Knowledge of:

Stages and phases of child development as related to developing and implementing age appropriate curriculum and activities.

Classroom management techniques, including appropriate disciplinary techniques.

Principles and practices of workplace and child care facility safety as regulated by state licensing requirements.

Modern office equipment, including faxes, computers and various types of software.

Record keeping practices.

Ability to:

With direction from the Recreation Coordinator, plan, schedule and lead child care programs and activities.

Oversee and monitor activities of aides and program participants in small and large groups.

Use a computer and a variety of other office machines.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Perform basic mathematical calculations.

EXPERIENCE AND EDUCATION:

Experience:

Minimum of one year of experience working with children in recreational or licensed child care settings.

Education:

Completion of twelve (12) units of Early Childhood Education (ECE) courses.
Preference for state licensed child care director qualification.

License or Certificate

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross.

May need to possess a valid California Class C driver's license as required by the position.

Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

On an intermittent basis, sit in low chairs for a period of time; on a regular basis, stand, work, bend, squat, climb, kneel, and twist while involved in some program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of supplies and equipment up to 30 pounds; use calculator, telephone and write or use a keyboard to communicate through written means.

Date: 10-29-03

Approved: Debra Stulsman
Town Administrator