

TITLE: LEAD CHILD CARE WORKER

QUALIFICATIONS

Knowledge of

1. General concepts of child growth and development and child behavioral characteristics.
2. Techniques used in controlling and motivating children.
3. Competency and skills involving interpersonal/group dynamics.
4. Computer skills.
5. Proper telephone techniques and etiquette.
6. Principles of supervision and training.
7. Correct English usage, reading, writing, and math at a level necessary to perform assigned tasks.
8. State laws and district policies and procedures governing child care programs.
9. Safety rules and regulations for this position.

Ability to

1. Provide for the health, safety, and psychological needs of children.
2. Provide guidance for children's routine activities.
3. Assume responsibility for supervision of children.
4. Develop and implement programs for children based on developmental needs and individual interests.
5. Select, implement, and supervise instructional activities in accordance with the child care program and district policies and procedures.
6. Assist in the implementation of child and staff behavior standards established with the Child Care Program Manager.
7. Monitor the work of other child care personnel; set work hour schedules, and assign work with Child Care Program Manager approval.
8. Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
9. Maintain records, equipment, and facilities in an effective and efficient manner.
10. Maintain work schedules in performing tasks.
11. Work without immediate supervision and monitor the work of others.
12. Assist in directing, coordinating, assigning, and scheduling the work of others.
13. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
14. Use a computer and related software programs to include word processors, spreadsheets, and data bases.
15. Maintain a variety of record keeping, reference, and data collection systems.
16. Type accurately at a rate of forty (40) words per minute.
17. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
18. Communicate effectively and tactfully in both verbal and legible written form.
19. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
20. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Successful completion of twelve (12) or more Early Childhood Education units, including three (3) units in School-Age curriculum
3. Two (2) or more years experience in clerical work.
4. One (1) year of paid or volunteer experience working with children in an educational or child care setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
5. Good work history and attendance.
6. Current First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification.

REPORTS TO: Child Care Program Manager

JOB GOAL: To efficiently and effectively assist in the daily operation of the child care program including: accounting, health and safety of children, program development and implementation, classroom management, staff relations, customer relations. To assist in future child care program planning and development.

ESSENTIAL FUNCTIONS

1. Prepares and maintains accurate accounting records related to accounts receivable including: collection, filing, data entry, deposits, and first contact to reconcile delinquent accounts on a scheduled basis.
2. Prepares and maintains accurate records and reports related to payroll for child care employees including timesheets and delivers to Child Care Program Manager or designee on a scheduled basis.
3. Prepares and maintains accurate records related to child care attendance and submits to Child Care Program Manager or designee on a scheduled basis.
4. Troubleshoots and communicates problems and concerns, including maintenance, repair, and operations to the Child Care Program Manager. Prepares and maintains accurate reports and records.
5. Receives and gives information over the telephone or in person in a courteous manner. Prepares and maintains accurate records of phone inquiries and submits to Child Care Program Manager or designee on a scheduled basis.
6. Inventory, requisition, and distribute supplies and equipment with approval of Child Care Program Manager. Prepares and maintains accurate records related to purchasing and submits to the Program Manager on a scheduled basis.
7. Inspects completed work for accuracy and compliance with instructions and established standards.
8. Acts as information source to subordinate child care workers regarding work methods, procedures, problems, etc. under the direction of the Child Care Program Manager.
9. Assumes responsibility for site child care duties in the absence of regularly assigned child care staff.
10. Ensures security of child care facilities, locks and unlocks doors, sets alarm systems, arranges for lock repairs, etc.

ESSENTIAL FUNCTIONS (continued)

16. Operates computer to generate lists, update records, monitor expenditures, respond to requests, etc.
17. Participates in district in-service training as required.
18. Knows and understands the Mission and Core Values of the district.
19. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
2. Reports suspected child abuse and communicable diseases to appropriate offices.
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Administers first aid in conjunction with established district policies and procedures.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Possession and maintenance of a valid and appropriate State of California Driver's License and be insurable.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for four (4) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.

PHYSICAL ABILITIES (continued)

17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and efficient manner without allergic reaction.
21. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 12-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the Child Care Program Manager.

Approved by: Board of Education Date: August 14, 1997

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**