

CHILD CARE COORDINATOR

GENERAL STATEMENT OF DUTIES: Oversees Child Care Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Assistant Principal, coordinates the child care program for BOCES. Program provides day care services to teenage mothers from the component school districts in order for them to resume their academic or vocational studies. Supervision is exercised over a small number of Senior Child Care Workers and Child Care Workers.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and approves activities and programs recommended by child care staff;

Ensures program compliance with appropriate regulatory agencies (e.g., New York State Department of Social Services and New York State Education Department);

Evaluates the performance of Senior Child Care Workers semi-annually; reviews and provides comments for evaluation of child care workers on semi-annual basis;

Consults with appropriate program support personnel (i.e., child development instructor, social worker) to assure needs of infants, children and parents are being addressed;

Develops and updates program procedures to ensure compliance and appropriateness;

May serve as senior child care worker when necessary.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of infant and child development activities; good knowledge of infant and child care techniques; good supervisory skills; good oral and written communication skills; ability to develop program activities; resourcefulness; sound judgment; creativity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a regionally accredited two-year college with a degree in Early Childhood Education, Child Psychology or related field and one (1) year of experience working with infants and children in an educational, health, recreation, social service or day care setting; or (b) three (3) years of experience as noted in (a) or; (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.