

ASSISTANT CHILD CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in BOCES Child Care Center and involves assisting in the planning, organizing, and supervising of activities of children in Child Care Program. The incumbent also assists in staff development and training. The work is performed under the supervision of the Child Care Coordinator. Supervision may be exercised over the work of subordinate child care staff. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May assign work to child care personnel, reviewing performance evaluations;

Assists in developing and updating curriculum suitable to children's needs;

Assists in developing operating policies and procedures in compliance with applicable state and local child care regulations based upon the number of children, their ages, and legally prescribed staff/children standards;

Confers with parents to inform them of child's status, accomplishments and problems while obtaining information regarding children's individual needs;

May assist in the interview process;

May assist in organizing and conducting in-service training programs for staff;

Assists in directing activities of children using the Center on a daily basis and helps to formulate short and long range plans and schedules for staffing activities;

Assists with developing and coordinating a program of regular consultation with the Administrative Supervisors for Preschool Programs concerning the children and the Center's activities;

Assists in keeping staff informed of health and behavioral problems of the children;

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Keeps records of daily attendance, fire drills, snacks, and special projects and arranges to collect fees from parents for services rendered in child care;

Assumes responsibility for carrying out emergency procedures, and conducts monthly fire drills;

May recommend the purchase of ongoing supplies and materials relating directly to program projects to the Coordinator;

Arranges for individual conference times with the parents;

Assists in planning menus, rotating meal schedules and supervising lunch time activities;

Assists in supervision of and participates in group activities of preschool children;

Assists in supervision of and participates in the changing of diapers for those infants and preschoolers not toilet trained.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of young child development and behavior principles of effective child care; working knowledge of methods, materials, and equipment used in a child care program; ability to assist in planning and organizing a child care program; ability to establish and maintain good working relationships with children and others; and ability to prepare program records and reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or university or one accredited by New York State Board of Regents to grant degrees with an Associate's Degree in Nursery Education, Child Care, Early Childhood Development, Early Child Education, Nursing, Recreation, Human Services or closely related field; or

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- (B) Graduation from High School or an equivalency diploma and two (2) years of experience in a field of Nursery Education, Child Care, Early Childhood Development, Early Child Education, Nursing, Recreation, Human Services, or a closely related field; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 7/8/04
Revised in SC Personnel Classplan 11/18/19
Revised in Classplan: 10/5/2022
Revised and Replaced in Classplan: 10/1/2024 (Edu)