

CHILD CARE COORDINATOR

415-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, organizing, and supervising the activities of an after school Child Care Program administered by a school district. The incumbent is also responsible for staff development and training. The work is performed under general administrative supervision in accordance with established policies. Supervision is 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.*

Makes work assignments to subordinate child care personnel and reviews work in process and if requested, evaluates performance;

Develops and updates curriculum suitable to students' needs;

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

Supervises and participates in group activities of school age children;

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

Interviews and recommends aides for employment;

Organizes and may conduct in-service training programs for staff;

Directs activities of students in the program on a daily basis and formulates short and long range plans and schedules for staffing activities;

Develops and coordinates a program of regular consultation with the Elementary School Principal concerning the participating students and the Program activities;

Keeps staff informed of health and behavioral problems of the children;

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

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

Recommends the purchase of ongoing supplies and materials relating directly to program projects;

Arranges for individual conference times with the parents;

Plans and rotates snack schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of young child development and behavior principles of effective child care; good 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; ability to arrange in-service training programs; and ability to prepare program records and reports.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in education, child care, early childhood development, early child education, nursing, recreation, human services, or closely related field and one year of experience in a school setting or child care or day care center involving developing operating

policies and procedures and/or education/recreational activities; or

- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A) above; 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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NYS Civil Service Commission Approval: N/A

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