

JOB TITLE: CHILD CARE PROGRAM COORDINATOR

JOB DESCRIPTION:

This employee is responsible for assisting in the planning, coordination, and delivery of staff development to school-aged child care staff.

Duties of this position include but are not limited to:

1. Planning, coordinating, and delivering staff development to child care staff.
2. Participating in long range planning for staff development.
3. Identifying staff development needs by conducting and analyzing staff development needs assessments for child care employees.
4. Maintaining current and accurate staff development documentation, including preparation of required reports.
5. Developing, scheduling, and delivering orientation for new child care employees.
6. Assuring compliance with local, state, and federal standards.
7. Providing assistance for program expansion.
8. Recommending program modifications based on site observations.
9. Assisting site staff with the preparation and submission of accurate fiscal, client, and site information.
10. Maintaining a consistent system for reporting program related information to the program specialist or program supervisor.
11. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Associate's degree, including 12 credit hours in early childhood or elementary education or four years experience in child care.
2. Meet all legal requirements for child care workers in the state of Florida.
3. Pediatric first aid and CPR certifications.
4. Minimum of two years of supervisory experience.
5. Communicate effectively orally and in writing.
6. Be at least 21 years of age.

DESIRED QUALIFICATIONS:

1. Bachelor's degree in elementary education or related field.
2. Experience in school-age child care management.