

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

CHILD CARE PROGRAM SPECIALIST

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited institution.
- (2) Minimum of three years supervisory experience.
- (3) Five years experience in child care or related field.
- (4) Meet all legal requirements for child care workers in the state of Florida.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the District's child care educational program with the basic understanding of local and state child care regulations. Knowledge of child development. Ability to communicate effectively orally and in writing.

Ability to provide training and inservice activities for child care personnel. Skills in supervision.

**REPORTS TO:**

Supervisor of Child Care Educational Program

**JOB GOAL**

To assist with implementing, coordinating and supervising the PLACE child care educational program.

**SUPERVISES:**

Site-based Staff

**PERFORMANCE RESPONSIBILITIES:**

**Technical/Professional Knowledge**

- \* (1) Assist in planning annual budget.
- \* (2) Assist in the employment process and assignment of personnel.
- \* (3) Assist site personnel with appropriate selection of child care activities and educational materials.
- \* (4) Assist in updating child care policies and procedures handbook.

**Communication**

- \* (5) Assist in communicating District child care program objectives to parents and community.
- \* (6) Meet with child care site personnel for program updates. \_\_\_\_\_
- \* (7) Communicate effectively orally and in writing.

### **Proactive Orientation**

- \* (8) Assist in planning and delivering staff development program.
- \* (9) Assist in hiring child care staff.
- \* (10) Demonstrate initiative and a proactive orientation to recognizing and resolving issues and concerns.

### **Critical Thinking**

- \* (11) Assist in planning long and short-term goals.
- \* (12) Participate in evaluating and analyzing program operations.
- \* (13) Assist District and site-level personnel in analyzing fee structure to ensure financial stability.

### **Continuous Improvement**

- \* (14) Set high standards and expectations for self and others.

### **Facilitation**

- \* (15) Provide training to site managers in personnel and contract issues in order for them to become knowledgeable in this area.
- \* (16) Attend local, state, and national conferences for professional growth.
- \* (17) Encourage staff to continue training for their own personal growth.
- \* (18) Conduct frequent review of literature relating to child care.

### **Constancy of Purpose**

- \* (19) Assist in problem-solving and aiding site managers and workers.
- \* (20) Assist with parent meetings and advisory committee functions.
- \* (21) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (22) Apply problem-solving techniques to site-based problems.

### **Managerial**

- \* (23) Assist in supervising and evaluating assigned personnel.
- \* (24) Assist with onsite audits for compliance with guidelines.
- \* (25) Provide support for expenditures to comply with program expectations.

### **Decisiveness**

- \* (26) Make and share decisions in a timely manner.
- \* (27) Respond immediately to emergency situations.
- \* (28) Listen to parents and determine where a problem should be

directed.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities