



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Childcare Leader

**Reports to:** Childcare Director

**Work Year:** 10 months/180 days

**Salary Range:** Range 13

**Definition:** During the assigned shift and under the general supervision of the Childcare Director or Supervisor, coordinates the District's daily operation of the childcare program. Performs childcare program duties, managing and directing student behavior, providing a safe, pleasant, professional, recreational and educational atmosphere. Performs daily clerical functions, organizes student activities and manages food preparation.

**Representative duties:**

- Maintain program records as assigned
- Review children's' daily time sheets for completion and correctness
- Meet and escort students to the Childcare Club
- Assists Director with planning activities and outlines activities for the day
- Monitor for adequate supervision and student safety of indoor/outdoor activities
- Assist students in toileting and other specialized services
- Resolve student disputes and rule infractions and document in incident log
- Write accident reports as needed
- Oversee and assist in room and kitchen cleanup
- Other related duties as assigned
- Supervise and maintain order among students
- Coordinate the work of childcare aides
- Assist with medical and safety emergencies in an effective and calm manner
- Attend training and staff meetings as assigned

**Ability to:**

- Work effectively with children
- Understand and carry out oral and written instructions
- Maintain calm and patience in stressful situations
- Maintain the confidentiality and security of sensitive information
- Work independently with specific direction
- Organize and implement planned activities
- Establish and maintain cooperative relationships using tact, patience and courtesy with students and adults
- Operate basic office equipment
- Work at a variety of tasks with interruptions
- Meet schedules and time lines
- Assist with medical and safety emergencies in a calm manner



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### **Knowledge:**

- Effective oral and written communication skills
- Correct English usage, spelling, grammar and punctuation
- Rules and regulations related to assigned school and Childcare club
- Principles and practices of monitoring student behavior.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- General clerical principles, practices, and office procedures

### **Skills:**

- Effective oral and written communication skills
- Basic clerical functions
- Computer skills in a variety of computer programs
- Perform basic mathematical calculations

**Education:** High School diploma required and currently enrolled in or have completed advanced coursework in the areas of childhood development.

**Experience:** Two years Childcare experience supervising elementary school age children in group and individualized situations.

**Physical Requirements:** Performs work which is primarily in a classroom or playground setting, may occasionally accompany students and teachers on field trips off school site; requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, run, stoop, reach and bend; requires lifting, pushing and or pulling books, supplies, equipment (mobility equipment) students and packages, approximately 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.