

Mercer County Schools**JOB DESCRIPTION**

Job Title: Daycare Coordinator

Reports to: Preschool Director

Job Class Code: 7324

Work Schedule: 190 Days

Pay Scale: See Salary Schedule

Approval Date:

PERFORMANCE RESPONSIBILITIES**BASIC FUNCTION:**

Plan, implement and administer a Child Development Center operations and activities to meet the established requirements of the District and the Kentucky Day Care Licensure Board.

REPRESENTATIVE DUTIES:

- Supervise the total operations and maintenance of a Child Development Center.
- Plan, organize and establish the type of physical facility necessary to meet licensure requirements.
- Implement Center programs and assist in curriculum development.
- Supervise, monitor and evaluate performance of center staff.
- Develop and implement procedures for recording progress of infants and for reporting progress to parents to include organizing parent meetings and informing parents of Center policies and events.
- Prepare regular reports of center activities, special events and progress toward goals as required.
- Prepare, submit and maintain Center budgets.
- Oversee the Center's special programs such as a food program including maintenance of inventory to maximize efficient and effective operation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Current concepts used in Early Childhood Development.
- Subject matter and curriculum planning for a child development program.
- Basic child psychology and principles and theories of child growth and development.
- Principles and theories of parent-child relationships.
- Policies, procedures and philosophy of a child development center.
- Principles of supervision and training.
- Health and safety requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing, evaluating and recording child behavior.
- Budget preparation and control.
- Equipment, materials and supplies used in a preschool children's center.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Plan and direct the activities of the Child Development Center.
- Plan, develop, organize and evaluate learning programs and experiences for the development of infants, toddlers and children in a learning lab environment.
- Explain principles, theories and practical application of growth and development of children.
- Develop and revise instructional materials appropriate for assigned age levels.
- Purchase, inventory, store and maintain supplies and equipment for the Center.
- Develop and maintain effective relationships with employees, preschool children, students and parents.
- Provide work direction and guidance to Center employees, volunteers and students.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Maintain current knowledge of technological advances in the field.

- Maintain a healthy and safe learning environment.
- Apply appropriate first aid.
- Apply and explain policies, procedures, rules and regulations.
- Establish and maintain cooperative and effective working relationships with others, including a variety of ages and cultures.
- Lift heavy objects.
- Plan and organize work.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to: Child Development Associate or Associate of Arts with emphasis in child development and two years satisfactory full-time experience in working with young children in a group setting and two years of experience in supervision and training of a day care center staff.

Licenses and Other Requirements: Certification in Pediatric First Aid, CPR and six hours of State approved childcare training annually.

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.