

### **Childcare Coordinator**

The Childcare Coordinator provides vision and leadership to education staff in creating a positive learning environment where children gain the skills, knowledge and attitudes that lead to future school success. The Childcare Coordinator supports teachers and assistant teachers to become great early childhood educators by engaging in their professional development, modeling effective teaching practices, and implementing agency policies and procedures. By ensuring their classrooms provide a supportive, welcoming environment every day, the Childcare Coordinator plays a critically important role in fostering a sense of safety for staff, families, and children.

### **ESSENTIAL FUNCTIONS**

#### ***Key Performance Area*** – Childcare Coordination

##### Supervision:

- Supervise staff and volunteers in the classroom
- Complete onboarding and training requirements for assigned staff
- Support teachers and assistant teachers to improve their teaching practices using classroom observations, individual staff feedback, *Coaching to Fidelity* reports, and other tools
- Ensure that staff meet documentation expectations for every child in *SmartTeach*. Provide feedback as necessary to ensure staff record high quality documentation.
- Monitor teacher's lesson plans and individualization practices.
- Work collaboratively with supervisor and Human Resources to follow staff discipline procedures
- Support staff's professional development and growth by completing performance appraisals for newly hired staff within 90 days of hire and annually after.

##### Compliance:

- Ensure safety and promote the wellbeing of all children, staff, and volunteers by monitoring all center activities for appropriate supervisory ratios (in accordance with Municipal Licensing standards)
- Ensure staff, children and volunteers are signed into the classrooms correctly
- Plan and evaluate monthly center fire and earthquake drills
- Monitor compliance with Municipal Child Care Licensing codes, Municipal Fire codes, and Municipal Food & Sanitation codes and correcting any non-compliance issues noted on inspection reports
- Monitor playground checklists, daily classroom responsibility checklists, facilities maintenance requests, and the implementation of routine safety procedures
- Maintain compliance with KCI's Safety & Sanitation checklists
- Work collaboratively with the Facilities & Transportation Specialist and ASD's Custodians to prioritize work orders and janitorial services
- Renew the annual Emergency Evacuation Memorandum of Understanding with designated shelter- in-place provider
- Per licensing standards, update the emergency form every 6 months, or as changes occur

##### Billing:

- Work with families, Bookkeeper, and FHH Manager to correctly route and record billing for services
- If needed, assist parents to obtain and maintain childcare assistance contracts
- Establish KCI payment agreements and maintain current agreements as needed

- Email copy of current roster to ASD's HR Department at the end of each month to verify eligibility

***Key Performance Area – Selection & Enrollment***

- Communicate with families who visit the facilities, telephone for information, and apply for the program by familiarizing them with the process
- Maintain waitlist files for the classroom
- Ensure data entry for all complete enrollment applications received
- Complete on-going follow up for applications needing further documentation
- Monitor and update waitlist as needed/requested
- Select children from the waitlist for enrollment when vacancies become available based on selection criteria points
- Verify ASD employment
- Once selection is made, contact family to verify the family's interest in enrolling
- Complete enrollment visits and follow up with families who have started the enrollment process to ensure all paperwork is complete and all health documents are received prior to the child's first day in attendance

***Key Performance Area – Family Partnership Building***

- Develop positive relationships with families in the program
- Ensure that teachers organize a meet the teacher day and parent/teacher conferences
- Support families to understand the importance of regular attendance
- Work with families to address attendance concerns
- Communicate regularly with parents

***Key Performance Area – Classroom Support***

- Assure integration of all curricula in the classroom through the review of the lesson plan, environment, and daily schedule.
- Classroom coverage is built into this position, on average a minimum of four hours of classroom support daily
- Assist with children who are experiencing difficulties in the classroom
- If needed, work with teacher and families to create a behavior action plan and ensure all steps are being followed
- Provides expertise and support in developing sound early childhood classroom environments by reviewing *Coaching to Fidelity Tool: Teacher Checklist* and *Conscious Discipline Required Structures*
- Role model family engagement strategies and support staff to develop positive relationships with families

***Key Performance Area – Work Habits and Practices***

- Report to work on a regular basis, as scheduled
- Function as an effective team member in the classroom
- Incorporate constructive direction from supervisor to improve job performance
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties

- Continue to increase professional knowledge, skills, and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Attend and participate in staff meetings and required training sessions.
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties and incorporate constructive direction from supervisor to improve job performance
- Maintain confidentiality of program information, staff information, and participant information
- Demonstrate professional conduct and behavior
- Manage time wisely

***Key Performance Area – Recordkeeping and Reporting***

- Ensure all SmartTeach documentation is completed
- Assure accuracy of child file information by logging communications with families *ChildPlus*
- Review and record child incident reports and behavior action plans
- Follow KCI guidance for required recordkeeping
- Follow all local and federal mandated reporting requirements
- Abide by KCI's workplace injury reporting process
- Track health record requirements to meet childcare licensing
- Provides accurate and timely timesheets to account for work hours

***Key Performance Area – Communication***

- Conduct communication in an effective, respectful, timely, and supportive manner
- Follow agency calendar and memorandums to ensure current knowledge of agency happenings
- Promote a collaborative, productive work environment by sharing planning, decision making, and problem-solving responsibilities with other staff
- Create and distribute center specific newsletter that informs participants and management of center happenings
- Complete monthly report
- Actively responds to emails and Teams messages
- Keep outlook calendar current and share with supervisor

**MARGINAL FUNCTIONS**

- Perform other assignments as requested by management
- Daily adjustments to schedule may be necessary to meet the needs of KCI
- Participate in planning or self-assessment process as directed

**Position Information**

Reports to: Family Services, Health and Home Visiting (FHH) Program Manager

Supervises: Childcare Assistant Teachers and Teacher

Requirements:

- Associate's degree in early childhood education or related degree + 12 months experience supervising other adults
- Driver's License and proof of insurance (requires daily access to personal vehicle that is insured)

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

Associate's Degree	Bachelor's Degree	Master's Degree
\$30.66	\$33.72	\$37.10

**There is a 10-step wage scale built into this position that occurs annually.**

Introductory Period: 90 Days

**Other Requirements:**

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities: To see the list of physical abilities per position, email the Human Resources Manager.

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

**PAYROLL INFORMATION:**

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Fridays from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason. No term of employment is expressed or implied by this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_