

Browning School District 9
JOB DESCRIPTION
Effective: May 29, 2025
DRAFT

Teacher on Special Assignment-District Childcare Coordinator (DCC)

SUMMARY OF ROLE:

Responsible for coordinating the administration of the district childcare program. The coordinator develops a program of care that aligns to the Montana Early Learning Standards (MELS) and collaborates with the district early literacy program. The coordinator also administers, manages and supervises the childcare program. In addition, develops and provides instruction for students in the Career-Technical Education Pathway for Family Consumer Sciences of childcare, child-development, parenting, and teaching early childhood education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Service- Serves as the designated District Childcare Coordinator (DCC).
- Planning-Works collaboratively with district administration, district early literacy liaison(s), Tribal entities, high school administrators, teachers, and instructional coaches.
- Administration-Develops budget, procurement and personnel needs based on program plans and analysis. Orders materials & supplies as needed.
- Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas, and assigns responsibilities. Participates in the selection of new employees; appraises, counsels and advises subordinates; resolves grievances.
- Curriculum – Identifies and/or develops an appropriate curriculum approach to the Montana Early Learning Standards (MELS) and CTE Pathways.
- Training – Develops and implements an ongoing training plan for staff and parents. Including but not limited to; program orientation, annual MT childcare training, first aid/CPR and early literacy development.
- Technical Support – Leads case management sessions and provides home visitors with information, skill development, support and leadership. Assists staff and parents in developing family plans.
- Advisory Council – Coordinates the selection of members and facilitates the meeting process of the BPS/BECC Special Education & Transition Collaboration, CTE Advisory Council, and BTBC Education Committee.
- Funding – Secures the local, state, and or federal funding match for program. Solicits additional funds as needed.
- Public Relations – Promotes, publicizes and interprets program to staff and the community at large. Presents a positive image of the school to parents and conveys to them the school's genuine concern with the education, growth and development of each child.
- Organization – Develops methods to monitor activities in order to meet scheduling and related deadlines. Plans, organizes and maintains files, data binders and other information in an orderly, logical manner.

- Reports – Prepares and submits required reports and related documentation.
- Other – Performs such other functions as may be necessary to the work of the program. Maintains confidentiality regarding staff and students.

Organizational Relationships

Supervised by and reports to Superintendent or designee. Supervises staff of approximately 7-10.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Educational, preferred a minimum of three (3) years of teaching experience. Thorough knowledge of child growth and development. Knowledge in federal and state childcare and early learning standards and regulations. Knowledge of program planning and budgeting.

EDUCATOR LICENSE REQUIREMENTS:

Valid Montana Teaching License (Early Childhood, P-3 or Class 4 CTE).

SUPERVISORY RESPONSIBILITIES:

Performs supervisory responsibilities in relation to the District Childcare Coordinator (DCC).

PROFESSIONAL SKILLS:

Excellent communication, problem solving, and organizational skills. Ability to relate positively to school and community stakeholders and work with others without close supervision. Ability to effectively present information to administrators, public groups/community, and board of education.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 50 pounds such as children and/or boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. The employee will stand, sit, and get up and down from the floor.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required. Duties of the job require frequent use of a computer monitor and related equipment.

OTHER SKILLS and ABILITIES:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to operate a computer and related software. Ability to work independently, with limited supervision. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with all members of the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to organize and implement a flexible work schedule to meet the reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance to scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members. Some extended hours and multiple demands from several people are frequently required of the employee.

TERMS OF EMPLOYMENT:

187-Day Contract (may include an extended contract up to 215-days total)

The terms of employment detailed in this job description are based on full time employment during the academic school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job evaluated annually according to Board Policy and District Processes for the Evaluation of Certified Staff.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned