

**Posting Date:** February 1, 2008

**Job Title:** Denton ISD Employee Child Care Coordinator      **Wage/Hour Status:** Exempt  
**Reports to:** Director, Adult/Comm. Ed. & Extended      **Pay Grade:** 3  
School Day Programs  
**Dept./School:** Student Services

**PRIMARY PURPOSE:**

Coordinates, budget, and manages the daily operation of the Employee Child Care and supervise the employees at the Employee Child Care locations following the DEPS and school districts guidelines.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's Degree Early Childhood

**Special Knowledge/Skills:**

Willingness to execute written employment contract with the Denton ISD  
Background in education and/or other child care related fields  
Knowledge and implementation of Texas child care guidelines  
Excellent computer skills  
Ability to manage/hire personnel  
Ability to manage flexible hours  
Ability to counsel, consult and effectively communicate with parents, staff, other district employees, and /or other community associates  
Evidence of experience in managing a budget  
Demonstrates good judgment  
Shows insight into child and adult behavior  
Utilizes time and is well organized  
Requires little, if any, direct supervision and is able to work independently  
Accepts and respects differences in children, parents and co-workers  
Exhibits flexibility and a sense of humor  
Strong organizational, communication, public relations and inter-personal skills

**Experience:**

Comprehensive knowledge of child care operations with at least two – three successful years experience managing child care facilities

Understands the Texas Department of Family Protective Services guidelines and requirements that governs child care programs.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Oversee the day to day functioning of the child care center.  
Develops and implement policies and procedures for the operation of the child care center.  
Develops a budget for the centers and establish controls to assure that the centers adhere to the budget  
Develops appropriate curriculum for the children that is suitable for the child's age, developmental stage and personal interest.  
Oversees hiring process and orientation for all new staff.  
Provides accurate and meaningful Annual Performance Evaluations for all new child care staff.  
Supervises all departments and temporary staff members of the child care center, including substitute Staff.  
Oversees the hiring process and orientation for all new staff.  
Oversees the training and professional development of all child care staff.  
Assures consistent compliance with all Texas of Minimum Standards, including maintenance of annual fire, health and gas line inspections.  
Maintains, at all times, high quality child care standards based on developmentally appropriate practices  
Coordinates the annual licensing of the child care center with Department of Family and Protective Services.  
Oversees the maintenance of the children's files according to Department of Family and Protective Services requirements.  
Maintains open, consistent and effective communication with parents, providing education, training, assistance and support as needed.  
Provides reliable, accurate and timely information about the implementation of on site child care to interested parties  
Attends professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of a child development program  
Maintains a minimum of 20 clock hours of professional development training annually required by Texas Department of Family Protective Services.  
Attains and maintain membership in the Texas Association for the Education of Young Children  
Maintains CPR and First Aid certifications.  
Represent the school district in a professional, courteous and positive manner at all times.  
Performs any other duties as requested by the Assistant Superintendent for Academic Programs-Secondary.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interprets policy, procedures and data; coordinates district functions; maintains emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent district-wide and occasional statewide travel  
Occasional prolonged and irregular hours  
Work with frequent interruptions  
Frequent standing, stooping, bending, kneeling, pushing and pulling  
Occasional lifting up to 50 pounds.  
Prolonged use of computer and repetitive hand motions  
Must be able to safely lift infants to and from the changing table  
Must be able to move from standing to sitting on the floor without difficult frequently throughout the day

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Must be able to change an infant's diaper, administer medication and/or attend to infant's needs at a changing table and assure the child's safety and security while on the changing table

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The administration and/or supervisor have the right to add or change duties at anytime.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and Preset job descriptions that do not reflect the current requirement for this position.

Approved \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_