

Job Description
La Porte Community Schools

JOB TITLE: Child Care Site Coordinator

SUMMARY: Provide child care for school-aged children during the hours when there is no adult supervision at home. Provide children the opportunity to participate in activities which will benefit them emotionally, physically and educationally.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Organizes, directs and coordinates the school-aged Child Care program at the individual school site under the policies and procedures established by the Director of Child Care.

Supervises Child Care instructors assigned to school site.

Supervises all craft projects.

Works with parents, children, staff and Director in assisting with problems and other related items.

Encourages suggestions.

Collects fees from parents and maintains accurate financial records.

Attends monthly meetings with Director and other Site Coordinators.

Participates in training sessions required and/or offered.

QUALIFICATION REQUIREMENTS:

Must take corporation test.

EDUCATION AND/OR EXPERIENCE:

High school graduate/GED.

Experience working with children desired but not required.

Ability to handle the details of program implementation including skills in organization, administration and management; ability to supervise Child Care workers.

Possession of an Indiana Driver's License issued by the State Department of Motor Vehicles.

Language Skills:

Ability to read and interpret textbooks and / or teacher guides, Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

Mathematical Skills:

Ability to apply basic bookkeeping practices Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair and on the floor; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, various computer programs, copy machine.

Work Environment:

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

The noise level in the work environment is usually moderate.