

Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Child Development Center (CDC) Leader

Supervisor: Principal

FLSA Status: Nonexempt

Summary: Supervises all volunteers, foster grandparents and students in the Child Development Center as well as oversees the daily operation and maintenance of the Center.

Essential Duties and Responsibilities:

- Coordinates all aspects of the program development, management, supervision, budget, billing for all community families, inventory control, enrollment and facilities.
- Ensures compliance with codes and standards of all state and local governing agencies (Oregon State Licensing Child Care Division, Children's Services, Fire and Health departments, Job Council, Medford 549C and communicates with media).
- Oversee the care, safety and well-being of all children, students and staff in the CDC.
- Ensures the center is safe and/or free of health hazards.
- Manage the CDC expenses and purchase/order center supplies as needed.
- Works with Teen Parents, helping them with parenting skills and various issues including referring them to the Teen Parent Coordinator.
- Assist the Teen Parent Coordinator duties when they are off site.
- Ensure the Center remains within compliance with all student/teacher ratios.
- Coordinates the smooth flow of the program and its' adherence to the stated philosophy.
- Enrolls children in program and communicates effectively with parents.
- Maintains documents as required, daily/weekly children's nap, meals, attendance, diaper and bottle usage as required by the Child Care Division, USDA and Medford School District.
- Organize immunizations for all children enrolled in the CDC and complete annual reports for the Jackson County Health Department. Input all records for Teen Parent children within MESA.
- Comply with all USDA requirements and maintain all necessary paperwork and annual training.
- Evaluates children in the CDC, identify and report children's behaviors and or social difficulties and refer to proper staff member or agency for assistance.
- Ensure all suspicions of child abuse or neglect are reported to Child Welfare.
- Provides First Aide/CPR assistance to students/staff within the scope of the district policy.
- Ensure and or assist the organization of the center set up and prepare children's daily activities.
- Ensure/assist and carry out daily care and play activities for CDC children.
- Assist Teen Parent Coordinator with the attendance records of Teen Parent Children.
- Keep daily attendance for all Student Assistants using the approved Medford School District program (Teacher's Desktop).
- Supervise all Student Assistants assigned to the Center.

- Connects activities with Family Health Teacher's, Child Development Teacher and students during the lab experience. Facilitates communication among assistants, monitors, teachers, counselors and other staff.
- Maintains competency in all position responsibilities and provide support to other positions as needed.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Participate in the planning and coordinating both self and staff remain current on the following certifications: Food Handler's card, Pediatric First Aide/CPR, Oregon Registry and the ORO steps requirements including 15+ hours of annual training/CDA (Child Development Associates).

Marginal Duties and Responsibilities: Perform some or all of the following tasks. Other related duties may be assigned.

- Answer telephone & respond to email correspondence.
- Arranges and facilitates staff meetings, staff trainings and encourages continued education of staff.

Supervisory Responsibilities:

- Oversees, directs and assigns work of CDC staff & volunteers.
- Ensures center is appropriately staffed using the Sub Registry/KRONOS.
- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree (B.A.) in Early Childhood/Child Development or Elementary Education or Child Development Associate (CDA); one year experience in business management and supervision; preferred two years' experience in a certified day care center or equivalent combination of education and/or experience.

Interpersonal Skills: Ability to work well with others. Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control, remains open to others' ideas; contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently, verbally and in writing in English. Ability to verbally respond effectively to the most sensitive inquiries or complaints from students' parents, regulatory agencies or members of the community. Ability to effectively present information to school board members and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, governmental regulations and procedure manuals.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with problems involving several concrete variables in

standardized situations.

Computer Skills: General knowledge of computer usage and ability to use accounts payable and receivable software, e-mail, general ledger software and work processing software.

Other Skills and Abilities: Ability to interact appropriately with students, parents, other members of the community, teachers, staff and individuals from other state agencies.

Certificates, Licenses, Registrations: Certificates as determined by the District/Oregon Child Care Division

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 this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and peripheral vision. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control

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 noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____