

## **DAY CARE SITE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the BOCES Day Care Center and Preschool and involves responsibility for planning, and organizing a day care program. The incumbent is also responsible for staff development and training. The work is performed under the general supervision of School Administrators. Supervision is exercised over the work of subordinate day care staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:(Illustrative Only)** Makes work assignments to subordinate child care personnel and reviews work in progress and evaluates performance; Develops and updates curriculum suitable to children's needs; Develops operating policies and procedures in compliance with applicable state and local child care regulations based upon the number of children, their ages, and legally prescribed staff/children standards; Confers with parents to inform them of child's status, accomplishments and problems while obtaining information regarding children's individual needs; Interviews and recommends aides for employment; Organizes and may conduct in-service training programs for staff; Formulates short and long range plans and schedules for staffing activities; Develops and coordinates a program of regular consultation with the administrative supervisors for Preschool Programs concerning the children and the Center's activities; Keeps staff informed of health and behavioral problems of the children; Keeps records of daily attendance, fire drills, snacks, and special projects and arranges to collect fees from parents for services rendered in child care; Assumes responsibility for carrying out emergency procedures, and conducts required fire drills; Recommends the purchase of ongoing supplies and materials relating directly to program projects; Actively recruits clients and when oversubscribed refers parents to alternative agencies providing day care services; Arranges for individual conference times with the parents; Plans menus, rotating meal schedules and supervises lunch time activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of young child development and behavior principles and practices; Good knowledge of the principles of effective day care; Good knowledge of methods, materials, and equipment used in a day care program; Ability to assist in planning and organizing a day care program; Ability to supervise the work of subordinate day care staff; Ability to establish and maintain good working relationships with children, parents and others; Ability to arrange in-service training programs; Ability to communicate effectively both orally and in writing; Ability to prepare program records and reports; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a two-year college with an associate degree in nursery education, child care, early childhood development, early child education, nursing, recreation, human services, or closely related field and three years of experience in a preschool child or day care center or preschool program involving planning and developing operating policies and procedures and/or educational/recreational activities; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 10/29/92

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