

CHILD CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of overseeing the Child Care Program offered by Ulster BOCES Child Care Center. The Child Care Program provides early education day care services for children from eight weeks to five years old. Clients include children of Ulster BOCES students enrolled in the Parenting Teen and Adult & Continuing Education Programs, Ulster BOCES employees, and the general community. The Center also serves as a hands-on learning environment for high school students interested in pursuing careers in the childcare field. The position resides within the BOCES Career and Technical Center. Work is performed under the general supervision of the Director of the Career and Technical Center with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is exercised over childcare personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops and plans early education activities for programs;

Reviews and approves activities and programs recommended by childcare staff;

Supervises the activities of the children;

Leads and participates in staff meetings and staff development activities;

Communicates and writes reports to state licensing agency on a variety of issues;

Ensures program compliance with appropriate regulatory agencies including New York State Department of Social Services and New York State Education Department;

Develops and updates program procedures to ensure compliance and appropriateness;

Supervises and evaluates the performance of childcare personnel;

Consults with parents regarding their child's progress and/or perceived difficulties;

Consults with appropriate program personnel to ensure the needs of infants, children and parents are being addressed;

Notifies the Director of any unusual problems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of infant and child development activities; good knowledge of infant and child care techniques; working knowledge of child care licensing laws and procedures; ability to communicate effectively both orally and in writing; ability to establish good relationships with children and others; ability to maintain order in a day care

setting; ability to supervise the work of others; resourcefulness; creativity, patience, good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Early Childhood Education, Child Psychology or closely related field and five (5) years (full-time paid, or its' part-time equivalent) experience working with infants and/or children in a child care setting, one (1) year of which must have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Early Childhood Education, Child Psychology or closely related field and seven (7) years (full-time paid, or its' part-time equivalent) experience working with infants and/or children in a child care setting, one (1) year of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
1247 CLD CAR CD
Classification: Competitive
OA

Adopted: December 10, 2003