



SUMMARY

Under direction, plans and implements curriculum and instructional activities for Youth Services programs; continuously supervises and monitors children to ensure their safety and well-being; provides assistance in administrative tasks; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff and direction from lead staff. Exercises direction over lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for planning and implementing curriculum and instructional activities for Youth Services programs and ensuring a safe environment for participants. Incumbents in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Youth Services Coordinator in that the latter has overall administrative and operational responsibility for Youth Services programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, maintains, and implements a diverse range of curriculum activities, lesson plans, and positive child development strategies for Youth Services to ensure a safe learning environment.
2. Leads and coordinates the work of lower-level staff and volunteers.
3. Provides assistance with program administrative activities, including collecting tuition and preparing deposits, enrollment, orientation of new staff and families, monthly reports and related tasks.
4. Assists in the completion of short and long-term projects as assigned.
5. In the absence of the Coordinator, and as assigned, assumes those responsibilities on a short-term basis.
6. Prepares and serves snacks based on established guidelines; performs clean-up and food storage duties.
7. Assists with child assessments and environmental rating scales.
8. Provides resource information to participants; receives and responds to questions, concerns, and complaints from parents, public, and school personnel; determines issues and resolves or refers to higher-level staff as appropriate.
9. Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled activities and events.
10. Monitors equipment and facilities for cleanliness and safety; reports and recommends maintenance and repair as needed.
11. Assists with monitoring and purchasing inventory and supplies.
12. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
13. Assists with staff training; participates in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
14. May participate in parent meetings, public relations, outreach, and community education activities.
15. Assists with District special events as needed.
16. Performs other duties as assigned.



QUALIFICATIONS

Education and Experience:

- Associate's degree in early childhood education and six units in administration and supervision, or a Bachelor's degree in early childhood education, child development, human development, liberal studies or a related field with nine units in early childhood education and six units in administration and supervision;

AND

- Three years of relevant experience working in a childcare facility, with at least one year in a lead or assistant lead capacity.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of curriculum planning and development.
- Instructional methods and techniques.
- Principles and practices of child development.
- General early education subject matter areas.
- Common recreational and social needs of school age children
- Appropriate corrective behavior methods.
- Safety practices and equipment related to the work.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and practices of customer service, techniques for providing a high level of customer service.
- Principles and practices of recordkeeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Plan, organize, and implement early childhood curriculum and age appropriate activities.
- Provide effective leadership in a classroom and childcare setting.
- Effectively provide staff leadership and work direction.
- Monitor and enforce relevant laws, rules, regulations, policies, and procedures.
- Administer first aid, CPR, and AED as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintained throughout employment.
- California Child Development Site Supervisor Permit is desirable.



PHYSICAL DEMANDS

Must possess: mobility to perform medium physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam, legally mandated immunizations, tuberculosis, and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Job Code: 8355L/PT248

FLSA Status: Non-Exempt

Supersedes: School-Age Childcare Teacher dated 10/29/97