

Colorado Mountain College

Position Description

Title: Child Care Lead Coordinator, Part-time Maximum 28 hours per week
FLSA Classification: Non-Exempt (Hourly)
Hiring Rate: \$24.81 per hour

Primary Responsibility

Under the direction of a designated campus leader, the Child Care Lead Coordinator is responsible for the supervision of pre-school and elementary school-aged children of Colorado Mountain College students. Childcare services are provided during scheduled hours for students while they are on campus for classes or other required activities.

The Child Care Lead Coordinator is responsible for scheduling and supervising childcare assistants and also responsible for assuring compliance with codes of all State and local governing contracting agencies and CMC policies. The Child care Lead Coordinator works collegially with parents and other staff and faculty members of CMC. The CMC work week is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and Experience sufficient for the rigors of the position. Examples may include: Completed Director or Group Teacher certificates strongly preferred; Associate's Degree in Early Childhood Education or Bachelor's Degree in a related field preferred. Minimum one year of direct or related experience necessary. Experience that includes early childhood education classes, certificates, or degree. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: Position requires a responsible, kind and dedicated individual to provide quality caring and enrichment activities for children ages three through twelve. Position must be adept in understanding staffing and turnover within Early Childhood education so to ensure consistency and quality of staff.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Develops weekly plans and implements age appropriate lessons.
2. Provides and ensures a healthy, safe, clean and developmentally appropriate environment for children.
3. On an on-going basis, plans, evaluates and improves the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
4. Provides responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
5. Demonstrates cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
6. Completes child transition and orientation of the classroom.
7. Maintains ongoing, open communication with parents, caregivers, and supervisor.
8. Provide a classroom environment that encourages parent participation.
9. Schedules and organizes support staff.
10. Conducts supervision of the teacher assistants.
11. Management, Oversight, Planning and Communication
12. Ensures that teacher assistants are kept updated in all matters concerning the classroom and program, i.e. lesson plans, policies & procedures, training received.
13. Other duties as assigned.
14. Completes daily snack preparations.
15. Records accurate attendance records.
16. Maintains up-to-date emergency forms.
17. Records accurate drop-off and pick-up information.
18. Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
19. Other duties as assigned.

Supervision Received

This position works under the supervision of a designated campus leader.

Supervisory Responsibility

This position supervises other staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting,

carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	457125
Date of review:	<i>format updated 7012022</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

