

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: School Age Child Care Instructor
Job Class Code: 7312
Pay Scale: per salary schedule

Reports to: FRYSC Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Be familiar with and follow all program policies.
- Plan and implement daily program with guidance from the director.
- Keep director informed of program needs.
- Supervise and insure the safety and well-being of the children at all time, being alert for the needs and/or problems of the children as individuals and as a group.
- Prepare and/or serve snack for the children and sit with them when they eat.
- Arrange room so it is functional and attractive to the children.
- Keep classroom, storage space and bathrooms clean, neat and orderly.
- Assist with Parent Newsletters.
- Handle discipline promptly and in accordance with program policy.
- Report to director any special needs of individual children or suspected child abuse or neglect.
- Attend staff planning and evaluation meeting.
- Display children's work as appropriate.
- Be willing to perform other tasks as needed to make the program a success.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
Certification/Licensure: N/A
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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PERFORMANCE RESPONSIBILITIES

STAFF SUPERVISION:

- Maintain staff ratio, assigning staff and students to classes and report to director.
- Arrange for substitute staff.
- Work with staff to oversee curriculum planning, staff performance, problems, and/or recommendations.
- Help to organize any in-service training or other extracurricular activities.

REGISTRATION:

- Advertise for enrollment.
- Register students.
- Make available to parents necessary information regarding registration.
- Coordinate the annual registration meeting.
- Make available at registration all the necessary student forms, and have the forms completed and filed for each student.

PROGRAM:

- Supervise the day-to-day functioning of the program.
- Supervise curriculum development.
- Help organize parties, programs, and any other special activities throughout the year.
- Handle any "Thank You" notes or proper acknowledgments needed for donations, volunteers, etc.
- Inventory equipment and supplies and replace as needed.

SPECIAL CONCERNS:

- Work with staff on any special needs of individual children.
- Remain alert to signs of child abuse or neglect, reporting suspected cases as prescribed.

FINANCES:

- Bill for tuition on regular schedule.
- Purchase all necessary supplies and snacks.
- Record every purchase or charge, and furnish receipts and/or invoices for every purchase.

BUSINESS:

- Keep parents informed and up-to-date- on child policies, procedures, and activities through Parent Newsletter and notes posted as the center.
- Update the director on program happenings and concerns.
- Publicize the child care and maintain continuing public relations with the community.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Prefer College hours in early childhood education, recreation or related fields.
Child Development Associate plus twelve hours of child development training.
Certificate of diploma in child care services from a vocational school.

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PANTHERS