

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

Job Classification: Para-Professional

Job Title: Child Care Center Director - Para-Professional

Job Purpose Statement/s: The job of “Child Care Center Director Para-Professional” is done for the purpose/s of facilitating child success in a birth to age three environment, documenting child progress/activities/outcomes; addressing specific primary functions and developmental and educational needs of children; providing a safe and optimal growth environment, and providing feedback to children and parents regarding child progress, expectations, goals, etc.

Essential Job Functions:

- **Advise**s parents and/or legal guardians of child progress for the purpose of supporting teacher’s expectations, developing methods for improvements and/or reinforcing classroom goals in the home environment
- **Serves** as a primary caregiver for the children during the time they are in the program.
- **Provides** for basic child needs including feeding, hygiene (including diaper changing and toilet training), wake sleep cycle monitoring, love and attention and all basic needs so the babies in the program can thrive.
- **Assesses** child for the purpose of providing feedback to children, parents and administration regarding children’s progress, expectations, goals, etc...
- **Assists** other staff for the purpose of implementing developmental goals and curriculum
- **Collaborates** with school personnel, parents and various community agencies for the purpose of improving the quality of child outcomes, developing solutions and planning curriculum
- **Instructs** and establishes a responsive care environment in which children are encouraged to grow and approach new situations as developmentally appropriate.
- **Directs** Child Care Center assistants, volunteers and/or child aides for the purpose of providing an effective child care program and addressing the needs of individual children
- **Monitors** child activities (e.g. classroom, gross motor, napping, mealtimes etc.) for the purpose of providing a safe and optimal learning environment
- **Monitors** and tracks child attendance for billing purposes. Coordinates payments from parents or DHS and provides funds and documentation to high school bookkeeper.
- **Tracks** current child care enrollment, available spots for staff children, and reports parent compliance with child care center agreements to the high school administration.
- **Prepares** teaching materials (e.g. attendance, anecdotal records, etc.) for the purpose of implementing developmentally appropriate routines and experiences and providing documentation of teacher and child progress
- **Prepares** an annual program budget with the high school vice principal.
- **Reports incidents** (e.g., suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of children, providing a positive learning environment and adhering to Education Code, district and/or school policies
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the children and the district.
- **Maintains** records and information regarding to state licensure and documentation necessary show legal compliance with state law for childcare facilities, including immunization records.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Participates** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements
- **Acts** as a home/school consultant with the parents in the infant-toddler and adjacent pre-school program.
- **Performs** other duties as assigned

Job Requirements – Minimum Qualifications:

Education and Experience Required: Prior job related experience. Equivalent to two years college work in Early Childhood Education or equivalent experience;. Candidates must meet all requirements for the child care **Head Teacher** position as described by the State of Oregon Office of Child Care.

(http://www.oregon.gov/OCC/Pages/ratio_tables.aspx#Center_Staff_Qualifications)

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Skills: Motivate children, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance of children. Bilingual English/Spanish skills are helpful.

Knowledge: Knowledge of age appropriate teaching methods, state curriculum framework, education code.

Abilities: Stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with children, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, District pre-employment Drug Screen and physical abilities evaluation. Infant & Toddler First Aid/CPR, food handlers card, and Office of Child Care Criminal Background Registry Clearance, ability to achieve a step 8 or above in the Oregon Registry

Physical Requirements:

1. In a typical day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
 - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.