

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CLASSIFIED SPECIALIST, ADULT / TECHNICAL

**SALARY SCHEDULE: SSP12**

**COST CENTER: ADULT TECHNICAL AND COMMUNITY EDUCATION PROGRAM (0391)**

**QUALIFICATIONS:**

- (1) Associates Degree or equivalent in appropriate discipline preferred.
- (2) Minimum of four (4) years experience in Child Care or combination of additional formal education and relevant work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and understanding of child development. Ability to apply knowledge to group and individual situations. Ability to listen and follow oral and written directions. Demonstrate effective oral and written communication skills. Possess basic mathematics skills. Ability to establish and maintain positive working relationships with others. Effective organizational and analytical skills. Knowledge of word processing applications. Effective interviewing skills.

**REPORTS TO:**

Principal, Adult and Community Education

#### JOB GOAL

To provide a safe, well staffed, high quality, educationally sound, self sustaining child care program for the children of working parents.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise and manage the daily function of After-School Child Care Programs serving elementary age children.
- \* (2) Provide office administration required for the smooth daily operation of the child care program.
- \* (3) Monitor the daily function of the program assistants.
- \* (4) Assign staff to the various work sites.
- \* (5) Interview potential child care staff and make recommendations for employment.
- \* (6) Recruit and manage the screening of potential part-time child care staff, including telephone references, submission of Florida Department of Law Enforcement screenings and appropriate background screenings.
- \* (7) Monitor and comply with all applicable state and federal regulations regarding hiring practices, policies and procedures.
- \* (8) Maintain part-time child care employee records in accordance with School Board regulations.
- \* (9) Track staff pay rates related to step increases, facilitate payroll process for part-time child care staff and calculate site manager supplements.
- \* (10) Monitor part-time child care staff compliance with training requirements.
- \* (11) Conduct monthly meetings / training with the child care program assistants and site managers.
- \* (12) Review and revise all forms, handbooks, manuals and pamphlets used in the after-school program.
- \* (13) Write annual Food Service Grant and submit monthly documentation to continue reimbursement from the grant.

**CLASSIFIED SPECIALIST, ADULT / TECHNICAL (Continued)**

- \* (14) Review all monthly reports submitted by the site managers.
- \* (15) Produce statistical reports when needed.
- \* (16) Organize and oversee the registration process and enrollment figures.
- \* (17) Monitor the staff / child ratios.
- \* (18) Demonstrate initiative in the performance of assigned responsibilities.
- \* (19) Model and maintain high ethical standards.
- \* (20) Follow attendance, punctuality and proper dress rules.
- \* (21) Maintain confidentiality regarding school matters.
- \* (22) Maintain positive relationships with coworkers, school personnel, vendors and administration.
- \* (23) Participate in workshops and training sessions as required.
- \* (24) Disseminate information and current research to appropriate personnel.
- \* (25) Keep well informed about current trends and best practices in areas of responsibility.
- \* (26) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (27) Communicate effectively with the public, personnel and administration.
- \* (28) Respond to inquiries and concerns in a timely manner.
- \* (29) Keep supervisor informed of potential problems or unusual events.
- \* (30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (31) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (32) Prepare all required reports and maintain all appropriate records.
- \* (33) Follow all School Board policies and school policies and procedures.
- \* (34) Exhibit interpersonal skills to work as an effective team member.
- \* (35) Demonstrate support for the School District and its goals and priorities.
- (36) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities