

THE SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CHILD CARE SPECIALIST

SALARY SCHEDULE: SSP-12

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) High School Diploma
- (2) Possess a current Florida Child Care Staff Credential, or/ Florida Child Care Professional Credential (FCCPC), or/National Child Development Associate (CDA), or/ A Child Care Apprenticeship Certificate (CCAC), or/ An Early Childhood Professional Certificate (ECPC), or/
- (3) Possess an Associate of Art (AA)/Associate of Science (AS) degree in Early Childhood Education (ECE)/Child Development or/
- (4) Possess a degree in related field with 18+ semester hours in Early Childhood Education (ECE)/Child Development or/
- (5) Bachelor of Art (BA)/Bachelor of Science (BS) Degree in Early Childhood Education (ECE)/Child Development (preferred)
- (6) Eligible for Florida Teaching Certification in Preschool Education (preferred)
- (7) State mandated Department of Children and Family (DCF) coursework completion or ability to complete within 90 days of hire
- (8) Florida Child Care and Education Director credential
- (9) Must be able to communicate effectively

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of best practice childcare procedures, Florida Child Care Law, Local/State and Federal Child Care regulations and resources, Florida Department of Education (FDOE) early childhood education curriculum frameworks, Sarasota County Schools and FDOE ESE/VPK/Pre-school/CTE policies and resources. Desktop publishing proficiency, school and childcare center equipment operation, excellent oral and written communication skills and public speaking ability, proven organizational and administrative skills, bookkeeping and budgeting knowledge. Abilities include confidentiality maintenance, time and resource management, professionalism in internal and external public relationship building, demonstrated success at dealing effectively with partners and regulatory agencies, demonstrated success guiding other staff effectively, volunteers, children, parents and partners toward excellence and continuous improvement.

REPORTS TO:

Principal or designee

JOB GOAL

To provide support and communications to the school's program and teen parents while managing enrollment levels, productivity and efficiency, operating under school district policies and state regulatory (licensure) requirements.

SUPERVISES:

Childcare Aides

PERFORMANCE RESPONSIBILITIES:

- * (1) Overall compliance and operation of childcare program.
- * (2) Preschool policy and procedure development, implementation and oversight.

School Board Approved June 07, 2022 – Revised July 31, 2023

CHILD CARE SPECIALIST (Continued)

- * (3) Ensure safety standards are met at all times.
- * (4) Provide quality customer service to parents, children, staff, and community members.
- * (5) Actively provide and/or facilitate professional development for preschool staff.
- * (6) Actively participate in community networking to sustain and enhance the program.
- * (7) Actively participate in community networking to sustain and enhance the program.
- * (8) Demonstrate timely submittal of all reporting required by law and the school district for center operation including but not limited to ELC, ESE, State of Florida, DCF, FDOE, Look for the Stars, Growing Healthy Kids, NAEYC, etc.
- * (9) Maintain and monitor the CYESIS budget.
- * (10) Maintain current bookkeeping for all student tuition payment schedules including a system for the collection of past due balances.
- * (11) Ensure consistent best practices in early child development are demonstrated daily through a current knowledge of state and national childcare laws, research and methods.
- * (12) Provide administrative support including producing, processing, submitting, and filing for all reporting, correspondence, licensure, advisory committee documents, food ordering, and electronic requisition purchase requests.
- * (13) Other duties as assigned to support the preschool.
- * (14) Work in coordination with parenting teacher.
- * (15) Actively participate in all school and district required meetings through Zoom or travel.
- * (16) May be responsible for break coverage of other CYESIS employees.
- * (17) Review all lesson plans prior to implementation.
- * (18) Participate in home visits and parent conferences as needed.
- * (19) Sustained focus and attention to detail for extended periods of time.

PHYSICAL REQUIREMENTS:

Able to move quickly, handle long periods of standing, walking, sitting on the floor or a low chair.
Able to lift or maneuver up to 60 lbs.

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. 05

*Essential Performance Responsibilities