



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

District Coordinator – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Bachelor's Degree from an accredited educational institution preferred.
3. National Institute on Out-of-School Time Quality Advisor Trainer certificate or equivalent quality schools certification required.
4. Grantsmanship course or equivalent grant writing certification preferred.
5. Minimum of five years of progressively responsible experience in working with school age child-care programs required.
6. Minimum of three years' experience in working with school age child-care programs with the Brevard County Public Schools preferred.
7. Proficiency in relevant School Board software required.
8. Computer Skills required.
9. Valid Florida Driver License.

Job Goal

Coordinate and monitor child care and after-school programs in support of the district's objectives. Provide in-service and resources for district, provide support and assistance to site coordinators, child care and other after-school program staff. Make recommendations for new initiatives. Familiar with the community education duties and responsibilities of the Director and assume as acting director in his/her absence.

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated ability to perform after school program analysis, generate productivity and efficiency reports. Demonstrate coordination and leadership skills; and success and sensitivity in working with target populations; demonstrated written and oral communications skills; knowledge of curriculum and staff development. Extensive knowledge of state and local laws and regulations as applied to child care operations. Ability to collect and analyze data from a variety of sources, evaluate and make recommendations. Ability to work cooperatively and collaboratively with other departments, community agencies, and organizations; demonstrate self-discipline and initiative, follow state and district guidelines.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Plan and develop the growth of school-age child care and other after school program sites throughout Brevard County, to include establishing new after school program opportunities through grants and other outside funding sources.
2. Ensure that after school programs meet the same operational standards as the child care programs.
3. Serve as a member of the School Age Child Care Task Group.
4. Serve as-in-kind coordinator of after school grant programs.
5. Communicate school-age child care program standards to principals, site coordinators, bookkeepers, and district personnel.
6. Meet regularly with program site coordinators to facilitate implementation of developmentally appropriate practices for school-age child-care.
7. Conduct staff development and training activities for school-age child-care program personnel on a regular basis.
8. Monitor school-age child care program sites relative to quality assurance.
9. Develop monitoring processes and recognition system for after school programs.
10. Assist in interpreting School Board policies, State Board Rules, and Florida Statutes relative to school-age child

- care matters.
11. Serve as liaison between school-age child care programs and other Brevard County departments including personnel, payroll, budget, purchasing, internal audit, finance, and community relations.
 12. Assist in the marketing and public relations coordination of school-age child-care programs to parents and other agencies in the community.
 13. Assist the director in the planning, preparation and monitoring of the annual budget.
 14. Perform other duties as assigned commensurate with the skills and abilities of the position.
 15. Provide outstanding customer service and use positive interpersonal communications skills.
 16. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
 17. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>Non-Bargaining</u>	DATE DEVELOPED: <u>10/3/05</u>
PAY GRADE: <u>18</u>	DATES REVISED: _____
PAY CODE: _____	DATES BOARD APPROVED: <u>1/17/06</u>
PAY TYPE: <u>C</u>	EEO-5: _____
PAY DAYS: <u>12 Month</u>	FUNCTION: _____
FLSA STATUS: <u>Exempt</u>	Classification: <u>Child Care</u>
ADA CODE: _____	DOE Survey Code: _____

Draft Developed By: Director – Adult & Community Education

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Coordinator – Program Development for School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.
3. Minimum of three years' experience in working with school age child care programs required.
4. Minimum of three years' experience in working with school age child care programs with Brevard County Public Schools preferred.
5. Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
6. Valid Florida Driver License.

Job Goal

Develop, coordinate, and provide training activities for school age child care programs. Provide support and assistance to Site Coordinators and staff. Monitor school age child care programs.

KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated coordination and leadership skills; skilled at applying sensitivity in working with target populations; demonstrated written and oral communications skills; thorough knowledge of quality child care standards and staff development; ability to articulate quality child care standards involving program activities, safety, health, and nutrition. Ability to collect and analyze data from a variety of sources to evaluate and make recommendations; ability to work collaboratively with other departments, community agencies, and organizations. Ability to apply self-discipline and initiative; ability to follow all federal, state, and district guidelines.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Assist in the planning and development of the after school programs sites throughout Brevard County.
2. Serve as a member of the School Age Child Care Task Group.
3. Assume the duties as District Coordinator in his/her absence.
4. Communicate quality school age child care program standards to principals, site coordinators, and child care personnel.
5. Develop program activities and curriculum materials that support the school and site child care operations.
6. Communicate appropriate behavior standards, develop discipline plans, and assist with ADA accommodations.
7. Meet with sites to assist with family and volunteer involvement.
8. Support and involve appropriate community and enrichment activities.
9. Assist in developing District policies and procedures regarding quality programs and monitoring & assessment tools.
10. Meet regularly with program site coordinators to facilitate implementation of developmentally appropriate practices for school age child care.
11. Conduct staff development and training activities for school age child care program personnel on a regular basis.
12. Monitor school age child care program sites relative to quality assurance.
13. Review, approve, and submit reports as required.
14. Orient, monitor, supervise, and evaluate staff.
15. Travel to other District sites required.
16. Attend ongoing training to include District training sessions.
17. Attend Coordinator meetings a minimum of twice per year to discuss issues and concerns.
18. Perform other incidental tasks or services consistent with the job goal of this position.

- 19. Provide outstanding customer service and use positive interpersonal communications skills.
- 20. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- 21. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force frequently, and/or up to 10 pound of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>PTS</u>	DATE DEVELOPED: <u>7/24/2003</u>
PAY GRADE: <u>E</u>	DATES REVISED: <u>1/28/2014</u>
PAY CODE: _____	DATES BOARD APPROVED: <u>8/26/2003</u>
PAY TYPE: <u>C</u>	EEO-5: _____
PAY DAYS: <u>12 Month</u>	FUNCTION: <u>Child Care</u>
FLSA STATUS: <u>Exempt</u>	Classification: <u>EAP</u>
ADA CODE: <u>WC1</u>	DOE Survey Code: _____

Draft Developed By: Program Coordinator, SACC

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Specialist – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent or special diploma required.
2. One year experience working with school age child care or elementary school staff in problem-solving situations.
3. Two years of accounting experience required. School Board accounting experience preferred.
4. Proficient with the Microsoft Office suite, specifically Word and Excel computer programs.
5. Valid Florida Driver License.

Job Goal

Responsible for the processing and coordination of accounting and organizational record keeping for the school age child care program, including the district office and support to all after school sites. Deliver excellent client service in accordance with the District's Organizational Values.

KNOWLEDGE, SKILLS, & ABILITIES

Requires considerable knowledge of business English, spelling, grammar and arithmetic. Knowledge of School Board accounting rules. Must have knowledge of office practices, procedures, and methods of general accounting, reporting, third party and subsidized billing and payments. Ability to communicate these procedures to sites and outside organizations clearly and concisely-orally and in writing, required. Must be proficient in computer applications. Skill in proofing all work mandatory. Extreme attention to detail required. Must be able to handle heavy telephone traffic and multi-tasking. Ability to operate standard office machines

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Post and maintain accurate attendance, staff, and reporting records from after school programs.
2. Communicate procedures with site coordinators.
3. Train and support school site staff on processes and procedures for ordering materials and supplies, and maintaining and submitting accurate records.
4. Write, update, and maintain manuals for after-school services accounting programs.
5. Communicate, as required, with subsidized funds agencies.
6. Communicate, as required, with software management vendor for technical assistance and updates.
7. Verify eligibility of sites and students.
8. Process voucher packets for new applicants of subsidized funding.
9. Coordinate, reconcile, and verify subsidized and credit card payments.
10. Process weekly/monthly attendance, budget reports, and statistic reports for district purposes.
11. Prepare required reports and invoices for billing of services.
12. Produce reports; sort and analyze data.
13. Provide ongoing technical assistance for site coordinators, assistant coordinators and their computer entry system.
14. Travel to school sites in the District, as required, to provide assistance to resolve software related problems and document procedural issues.
15. Respond to requests for procedures and technical assistance from staff.
16. Maintain and support central office database, which includes student database, confidential subsidy application and third-party fee information.
17. Maintain confidentiality when assisting student and families with verification of subsidy applications and student data.
18. Maintain confidentiality when assisting principals, directors, and managers concerning termination, theft, and

- audit criticism.
19. Perform other duties as assigned commensurate with the skills and abilities of the position.
 20. Provide outstanding customer service and use positive interpersonal communications skills.
 21. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
 22. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>PTH</u>	DATE DEVELOPED: <u>7/6/05</u>
PAY GRADE: <u>DD</u>	DATES REVISED: <u>3/19/14</u>
PAY CODE: _____	DATES BOARD APPROVED: <u>7/26/05</u>
PAY TYPE: _____	EEO-5: _____
PAY DAYS: <u>12-Month</u>	FUNCTION: <u>Child Care</u>
FLSA STATUS: <u>Non-Exempt</u>	Classification: _____
ADA CODE: _____	DOE Survey Code: _____

Draft Developed By: District Coordinator – School Age Child Care

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Senior Coordinator – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.
3. Two years successful experience in child care or similar program.
4. Minimum of one year experience working with school age child care programs with Brevard Public Schools preferred.
5. Successful completion of the forty (40) hour Department of Children & Families (DCF) Child Care Training Course or equivalent alternate training in education and/or child care.
6. Department of Children and Families 10-hour part I and Part II Introductory Child Care training course and the 8-hour Standards for Quality Afterschool Program training course or equivalent training required.
7. Certification in First Aid/CPR/AED by the American Red Cross or American Heart Association required.
8. Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
9. Valid Florida Driver License.

Job Goal

Provide the leadership, development, and supervision necessary for a financially stable and successful child care program; provide support to the development of the internship program.

KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of school age child development; ability to develop appropriate activities for school age child care program; ability to organize and operate program under supervision of the site Principal; considerable knowledge of finance procedures; skilled at preparation of budget and maintain budget controls; ability to keep records and to organize records to prepare reports; ability to apply essential bookkeeping skills; ability to order materials and maintain inventory; ability to relate to children, staff, and parents; demonstrated coordination and leadership skills; ability to articulate quality child care standards involving program activities, safety, health, and nutrition; ability to supervise and evaluate staff; ability to coordinate and interface with community agencies in developing student activities.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Develop flexible program content for school age children diverse, enriching, and experiential activities.
2. Develop overall program schedule, coordinating with the Principal and community agencies.
3. Provide staff development and training opportunities for school age child care program personnel.
4. Administer registration process for children to be served.
5. Model effective teacher and child supervision strategies.
6. Develop and supervise routines for food services.
7. Develop and administer a fee collection process consistent with District guidelines.
8. Serve as a liaison between site staff, school, and center clients.
9. Assure the maintenance of center records (attendance, enrollment, staff, safety, and fees).
10. Assure an adequate inventory of equipment and consumable supplies within specified budgets.
11. Set and maintain reasonable and consistent guidelines in the care and storage of materials.
12. Develop and manage a center budget.
13. Review, approve, and submit reports as required.
14. Orient, monitor, supervise, and evaluate staff.

15. Establish parental support and communicate with parents.
16. Attend 15 hours of child care training each year. Maintain current First Aid/CPR/AED certification: applicable coursework shall be included in the 15 hour requirement. Attend annual Safety Monitor training; first Safety Monitor training must be completed within 90 days of appointment start date; applicable coursework shall be included in the 15 hour requirement.
17. Travel to other District sites as required.
18. Attend ongoing training to include District training sessions.
19. Attend Coordinator meetings a minimum of twice per year to discuss issues and concerns.
20. Perform other incidental tasks or services consistent with the job goal of this position.
21. Provide outstanding customer service and use positive interpersonal communications skills.
22. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
23. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force frequently, and/or up to 10 pound of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>Non-Bargaining</u>	DATE DEVELOPED: <u>3/17/14</u>
PAY GRADE: <u>08</u>	DATES REVISED: _____
PAY CODE: _____	DATES BOARD APPROVED: _____
PAY TYPE: <u>C</u>	EEO-5: _____
PAY DAYS: <u>10 Month or 12 Month</u>	FUNCTION: <u>Child Care</u>
FLSA STATUS: <u>Exempt</u>	Classification: <u>School-Based EAP</u>
ADA CODE: <u>WC1</u>	DOE Survey Code: _____

Draft Developed By: Program Coordinator, SACC

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Coordinator – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent.
2. Bachelor's degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.
3. Two years successful experience in child care or similar program.
4. Successful completion of the forty (40) hour Department of Children & Families (DCF) Child Care Training Course or equivalent alternate training in education and/or child care.
5. Department of Children and Families 10-hour part I and Part II Introductory Child Care training course and the 8-hour Standards for Quality Afterschool Program training course or equivalent training required.
6. Certification in First Aid/CPR/AED by the American Red Cross or American Heart Association required.
7. Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
8. Valid Florida Driver License.

Job Goal

Provide the leadership, development, and supervision necessary for a financially stable and successful child care program.

KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of school age child development; ability to develop appropriate activities for school age child care program; ability to organize and operate program under supervision of the site Principal; considerable knowledge of finance procedures; skilled at preparation of budget and maintain budget controls; ability to keep records and to organize records to prepare reports; ability to apply essential bookkeeping skills; ability to order materials and maintain inventory; ability to relate to children, staff, and parents; ability to supervise and evaluate staff; ability to coordinate and interface with community agencies in developing student activities.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Develop flexible program content for school age children diverse, enriching, and experiential activities.
2. Develop overall program schedule, coordinating with the Principal and community agencies.
3. Administer registration process for children to be served.
4. Model effective teacher and child supervision strategies.
5. Develop and supervise routines for food services.
6. Develop and administer a fee collection process consistent with District guidelines.
7. Serve as a liaison between site staff, school, and center clients.
8. Assure the maintenance of center records (attendance, enrollment, staff, safety, and fees).
9. Assure an adequate inventory of equipment and consumable supplies within specified budgets.
10. Set and maintain reasonable and consistent guidelines in the care and storage of materials.
11. Develop and manage a center budget.
12. Review, approve, and submit reports as required.
13. Orient, monitor, supervise, and evaluate staff.
14. Establish parental support and communicate with parents.
15. Attend 15 hours of child care training each year. Maintain current First Aid/CPR/AED certification: applicable coursework shall be included in the 15 hour requirement. Attend annual Safety Monitor training; first Safety Monitor training must be completed within 90 days of appointment start date; applicable coursework shall be included in the 15 hour requirement.

16. Travel to other District sites as required.
17. Attend ongoing training to include District training sessions.
18. Attend Coordinator meetings a minimum of twice per year to discuss issues and concerns.
19. Perform other incidental tasks or services consistent with the job goal of this position.
20. Provide outstanding customer service and use positive interpersonal communications skills.
21. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
22. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force frequently, and/or up to 10 pound of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>Non-Bargaining</u>	DATE DEVELOPED: _____
PAY GRADE: <u>06</u>	DATES REVISED: <u>2/17/1999; 4/24/2001; 6/9/2006;</u> <u>1/28/2014</u>
PAY CODE: _____	DATES BOARD APPROVED: <u>4/13/1999; 11/20/2001;</u> <u>8/26/2003</u>
PAY TYPE: <u>C</u>	EEO-5: _____
PAY DAYS: <u>10 Month</u>	FUNCTION: <u>Child Care</u>
FLSA STATUS: <u>Exempt</u>	Classification: <u>School-Based EAP</u>
ADA CODE: <u>WCI</u>	DOE Survey Code: _____

Draft Developed By: Program Coordinator, SACC

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Intern – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent.
2. Associate's degree from an accredited educational institution in Early Childhood, Elementary Education, or a related field preferred.
3. One year successful experience in child care or similar program.
4. Successful completion of the Department of Children and Families 30-hour Part I Introductory Child Care training course and the 8-hour Standards for Quality Afterschool Programs training course or equivalent training required. Department of Children and Families 10-hour Part II Introductory Child Care training course required or obtained within 90 days of appointment.
5. Certification in First Aid/CPR/AED by the American Red Cross or American Heart Association required within 90 days of appointment.
6. Preference may be given to candidates holding CDA (Child Development Associate) Certification or Vocational Child Care Training degree.
7. Valid Florida Driver License.

Job Goal

Under the direction of the site coordinator, provide leadership for the supervision and development necessary for a successful child care program.

KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of school age child development; ability to develop appropriate activities for a school age child care program; ability to organize and operate program under supervision of the Principal and Site Coordinator; considerable knowledge of finance procedures; ability to keep records and to organize records to prepare reports; ability to order materials and maintain inventory; ability to relate to children, staff, and parents; ability to supervise and evaluate staff; ability to coordinate and interface with community agencies in developing student activities.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Develop flexible program content for school age children diverse, enriching, and experiential activities.
2. Assist with the overall program schedule.
3. Model effective teacher and child supervision strategies.
4. Assist with the maintenance of center records (attendance, enrollment, staff, safety, and fees).
5. Assist with maintaining an adequate inventory of equipment and consumable supplies with specified budgets.
6. Set and maintain reasonable and consistent guidelines in the care and storage of materials.
7. Establish parental support and communicate with parents.
8. Travel to other District sites as required.
9. Attend 15 hours of child care training each year. Maintain current First Aid/CPR/AED certification: applicable coursework shall be included in the 15 hour requirement. Attend annual Safety Monitor training; first Safety Monitor training must be completed within 90 days of appointment start date; applicable coursework shall be included in the 15 hour requirement.
10. Attend ongoing training to include District training sessions.
11. Attend Coordinator meetings a minimum of twice per year to discuss issues and concerns.
12. Perform other incidental tasks or services consistent with the job goal of this position.

- 13. Provide outstanding customer service and use positive interpersonal communications skills.
- 14. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- 15. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force frequently, and/or up to 10 pound of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: <u>IUPAT – PTH</u>	DATE DEVELOPED: <u>7/24/2003; 1/28/2014</u>
PAY GRADE: <u>AA</u>	DATES REVISED: <u>1/28/2014</u>
PAY CODE: _____	DATES BOARD APPROVED: <u>8/26/2003</u>
PAY TYPE: <u>L, O, N</u>	EEO-5: _____
PAY DAYS: <u>10 Month</u>	FUNCTION: <u>Child Care</u>
FLSA STATUS: <u>Non-Exempt</u>	Classification: <u>School-Based Hourly</u>
ADA CODE: <u>WC1</u>	DOE Survey Code: _____

Draft Developed By: Program Coordinator, SACC

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Group Leader – School Age Child Care – Special Assignment

QUALIFICATIONS

1. High School diploma or equivalent or special diploma required.
2. Department of Children and Families Child Care Training, as required by statute, or equivalent training by starting within 90 days of employment with completion within one year from the start of training required.
3. Experience working with children.
4. Valid Florida Commercial Driver License (CDL) Class B license with passenger and air brakes endorsement.
5. Driving record must meet criteria established in the Safe Driving Plan.
6. Five (5) years of licensed driving experience.

Job Goal

To assist certified personnel in caring for school age children by performing clerical and other tasks. Safely and efficiently transport students to and from their school site and/or special events during approximately 20-50% of the employment hours.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to work effectively with teachers and children. Ability to relate to and inspire confidence in children. Ability to understand and follow directions. Ability to maintain a schedule that may require a great deal of flexibility on a day-to-day basis. Ability to assist in general clerical and administrative tasks and in daily program activities. Ability to perform routine clerical work related to center operations. Good knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate light and/or heavy duty school buses in a safe and economical way; understand and carry out instructions.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Assist the site coordinator.
2. Perform general clerical and administrative tasks, e.g., prepare reports, handle money collection, and check attendance.
3. Requisition and stock supplies.
4. Set up and maintain clerical files for the site coordinator.
5. Conduct group activities as directed by the site coordinator.
6. Supervise children as directed by the site coordinator.
7. Attend 8 hours of child care training each year.
8. Sweep and keep the bus clean at all times.
9. Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
10. Inspect the bus to ensure the bus is in safe operating condition before leaving on a route or trip.
11. Assume the responsibility for the safety of his/her passengers including loading and unloading.
12. Instruct students in safety precautions and practice.
13. Use effective positive interpersonal communication skills.
14. Perform other duties as assigned commensurate with the skills and abilities of the position.
15. Provide outstanding customer service and use positive interpersonal communications skills.
16. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
17. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: IUPAT
PAY GRADE: 18
PAY CODE: _____
PAY TYPE: N
PAY DAYS: 9 or 12 Month, 4-6.5 hrs
FLSA STATUS: Non-Exempt
ADA CODE: _____

DATE DEVELOPED: 7/24/03
DATES REVISED: 11/1/04; 6/12/06; 3/20/14
DATES BOARD APPROVED: 11/16/04; 6/13/06
EEO-5: _____
FUNCTION: _____
Classification: Child Care
DOE Survey Code: _____

Draft Developed By: District Coordinator, School Age Child Care

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Group Leader – School Age Child Care

QUALIFICATIONS

1. High school diploma or equivalent.
2. Department of Children and Families: 30 hour Part I *Introductory Child Care Training Course* and the 8 Hour *Standards for Quality Afterschool Programs Training Course* or equivalent training required OR obtain training by starting within 90 days of appointment with completion within one year from the start of training. All applicable exams must be taken and passed before training is complete.
3. American Red Cross or American Heart Association First Aid/CPR/AED certification OR obtain certification within 90 days of appointment date.
4. Experience working with children.
5. Valid Florida Driver License.

Job Goal

To assist site coordinator in caring for school age children by performing child care duties and related tasks.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to work effectively with School Age Child Care and other school staff members. Ability to effectively care for, relate to and inspire confidence in children. Ability to understand and follow directions. Ability to maintain a schedule that may require a great deal of flexibility on a day-to-day basis. Ability to participate in daily program activities and perform basic clerical duties related to daily center operations.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Assist the site coordinator.
2. Perform general clerical and administrative tasks, e.g., maintain student and family records, enter attendance, verify billing, process payments and prepare reports as needed.
3. Requisition and stock supplies.
4. Assist with cleaning up after snack and activities and help to maintain the cleanliness and order of play and storage areas to include toys, games, and manipulatives according to guidelines and Gold Key procedures.
5. Conduct group activities as directed by the site coordinator; plan independently and implement daily activities for children.
6. Supervise children as directed by the site coordinator by maintaining effective program rules and limits; manage conflicts among children; and help to maintain optimal safety of all children in the program at all times.
7. Build positive relationships with children and other staff members.
8. Attend 15 hours of child care training each year. Maintain current First Aid/CPR/AED certification: applicable coursework shall be included in the 15 hour requirement. Attend annual Safety Monitor training; first Safety Monitor training must be completed within 90 days of appointment start date; applicable coursework shall be included in the 15 hour requirement.
9. Attend site SACC staff meetings including other workshops and in-service training programs related to job goal.
10. Be assigned, as necessary, to an alternate site on non-school days of service.
11. Perform other incidental tasks or services consistent with the job goal of this position.
12. Provide outstanding customer service and use positive interpersonal communications skills.
13. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
14. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pound of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE:	<u>IUPAT</u>	DATE DEVELOPED:	<u>02/17/1999</u>
PAY GRADE:	<u>16</u>	DATES REVISED:	<u>7/24/2003; 6/12/2006;</u> <u>05/25/2010; 03/11/2011;</u> <u>08/06/201; 1/28/2014</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>04/13/1999; 09/09/2003;</u> <u>06/13/2006; 05/10/2011</u>
PAY TYPE:	<u>N</u>	EEO-5:	<u></u>
PAY DAYS:	<u>9 Month</u>	FUNCTION:	<u>Child Care</u>
FLSA STATUS:	<u>Non-Exempt</u>	Classification:	<u>School-Based Hourly</u>
ADA CODE:	<u>WC1</u>	DOE Survey Code:	<u></u>

Draft Developed By: Program Coordinator, SACC

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Day Care Assistant – School Age Child Care

QUALIFICATIONS

1. Enrolled in a Brevard County Public School.
2. Department of Children and Families Child Care Training, as required by statute, or equivalent training completed within 90 days from the start of employment required.
3. Be 16 years of age.
4. Valid Florida Driver License.

Job Goal

To assist in the protection and care of school age children's health, safety and well-being and to assist in promoting their emotional and intellectual development.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to relate with school age children and adults in a positive manner. Knowledge of child development; ability to understand and follow directions.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Engage in appropriate play activities with school age children.
2. Assist in maintaining a sanitary environment.
3. Use effective positive interpersonal skills.
4. Perform other duties as assigned commensurate with the skills and abilities of the position.
5. Provide outstanding customer service and use positive interpersonal communications skills.
6. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
7. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Medium Work: Exerts up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

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

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE: Min. Wage – No Benefits
PAY GRADE: \$7.93/hr (1/1/14)
PAY CODE: _____
PAY TYPE: _____
PAY DAYS: _____
FLSA STATUS: Non-Exempt
ADA CODE: _____

DATE DEVELOPED: _____
DATES REVISED: 6/3/13; 3/19/14
DATES BOARD APPROVED: 12/13/05
EEO-5: _____
FUNCTION: _____
Classification: Child Care
DOE Survey Code: _____

Draft Developed By: Coordinator – School Age Child Care

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace