

JOB DESCRIPTION

An Equal Opportunity Employer/Contractor

AGENCY: Lakes and Pines C.A.C., Inc.
1700 Maple Avenue East
Mora, MN 55051-1227
(320) 679-1800

TITLE: Child Care Lead
- Head Start Program
SALARY RANGE: #6
CLASSIFICATION: #9
HOURS: Per Employee Contract
Non-Exempt Position

GENERIC DESCRIPTION

The Child Care Lead is responsible for the supervision of the Head Start Classroom Teachers and Classroom Aides. He/she ensures that the contracts between Head Start and child care contractors are carried out and followed. He/she will act as a liaison among the main office, child care staff, and contractors.

SPECIFIC DESCRIPTION - Essential Functions

- Adhere to and be able to articulate Program philosophy, Head Start Performance Standards, Head Start Service Area Plans, personnel and administrative policies, Agency Mission Statement, Blood Borne Pathogens Policy, Americans with Disabilities Act (ADA) Policy, and Data Privacy and Affirmative Action Policies; and utilize when performing responsibilities.
- Support the mission of the Agency, and ensure that subordinate staff do as well.
- Actively participate in Program recruitment activities.
- Attend staff and community meetings; participate in training programs offered by the Agency.
- Maintain confidentiality and professionalism in performing responsibilities.
- Maintain all applicable required records, and submit all applicable reports in a timely manner as required by supervisor.
- Role model appropriate adult/child interaction consistent with established Early Childhood Best Practices.
- Assist Education Coordinator in updating and implementing the Child Development and Education Service Plan.
- Ensure staff follow guidance/strategies in all Service Area Plans.
- Act as lead resource for Classroom Teachers and Classroom Aides.
- Provide each staff person under his/her guidance with observation visits, performance appraisals, and guidance as needed throughout the Program Year.
- Ensure coverage of Classroom Teacher Duties during absences.
- May assume tasks of subordinate staff when assigned.
- Provide assistance to classroom staff and child care providers in developing Child Development Plans (CDPs) when necessary.
- Review, interpret, and analyze lesson plans written by child care staff; and provide input for revision on a monthly basis.
- Ensure that all Program Service Areas are integrated into lesson plans of children within a child care setting.
- Assist staff in setting goals and developing individual higher education training plans.
- Ensure that effective communication occurs between child care staff, providers, Managers, and administrative staff.
- Act as contact person among Head Start, child care contractors, and other staff as assigned.

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SPECIFIC DESCRIPTION - Essential Functions (continued)

- Monitor child care contractors' adherence to contracts.
- Attend Program administrative staff meetings, and act as a liaison between the office personnel and child care personnel.
- Monitor compliance with Department of Human Services (DHS) Rules 2 and 3 by child care partners.
- Maintain an accurate checkout system for supplies.
- Maintain supply inventories; make recommendations for purchases based upon needs and Head Start Performance Standards.
- Participate in developing appropriate in-service, child development, and pre-service training sessions for classroom staff and child care contractors.
- Assist the Coordinators in ensuring each child receives a developmental, sensory, behavioral screening and nutritional assessment within forty-five (45) days of enrollment.
- Conduct any Federal or State required assessments as assigned.
- Provide assistance in classrooms or child care homes as necessary.
- Ensure the delivery of developmentally-appropriate services to all enrolled children based on each child's CDP, Individual Education Plan (IEP), and Individual Family Service Plan (IFSP) goals.
- Recruit new child care partners within an assigned area as needed.
- Assist the Early Childhood Development & Health Services Manager in conducting meal service, nutrition monitoring, and health and safety checks.
- Assist Health Services Coordinator in Health and Safety checks.
- Attend authorized meetings specific to individual family service provision.
- Monitor child care partners/contractors maintenance of Program and Performance Standards.
- Ensure each newly enrolled family in a child care option receives an enrollment visit within two (2) weeks of entry and two (2) additional home visits throughout the year.
- Ensure two (2) Parent Teacher Conferences take place each year for each enrolled family.
- Team monthly with Family Advocates assigned to the Family Child Care option.
- Perform Classroom Teacher duties when required or assigned.
- Be able to articulate and carry out appropriate emergency procedures.
- Complete a Professional Development Plan and review with supervisor regularly.
- Assist staff in setting professional development goals and developing individual training plans.
- Perform other essential duties as assigned by the Manager of Community and Family Partnerships and/or the Early Childhood and Family Development Department Director.

SPECIFIC DESCRIPTION - Secondary Functions

Perform other secondary duties as assigned by the Manager of Community and Family Partnerships and/or the Early Childhood and Family Development Department Director.

REQUIREMENTS

- Bachelor's or Associate's degree in Early Childhood Education or related field, or a Child Development Associate (CDA) Credential. Must be DHS Rule 3 teacher certified.

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REQUIREMENTS(continued)

- Must be willing and able to enroll in a credential or degree program if not possessed and if the position requires.
- Must have experience in working with preschool children.
- Must have ability to communicate verbally with adults as well as children and in writing to various reading levels.
- Must have willingness to work with parents and children in the home environment.
- Must have supervisory experience, administrative and communication skills in order to supervise staff.
- Must be physically able to relate to and manage children on an individual and group basis.
- Must have the ability to be flexible.
- Must be able to meet the travel requirements of the position, including occasional travel out of the service area for meetings, workshops, conferences, overnights, etc.
- Is subject to a Criminal Background Check, the results of which are acceptable to the Agency.

PHYSICAL REQUIREMENTS

- Requires occasional light lifting up to thirty (30) pounds; display sound lifting and safety habits.
- Requires extensive automobile travel; must be physically able to sustain such travel.

SUPERVISORY CONTROL

The Child Care Lead is directly responsible to the Child Care/0-3 Coordinator, who is responsible to the Manager of Community and Family Partnerships, who is responsible to the Early Childhood and Family Development Department Director and/or his/her designee. The Agency Executive Director is ultimately responsible for the overall conduct of the Agency's programs.

EVALUATION PLAN

- Performance Evaluations are conducted after a six-month provisional period, and Performance Evaluations are done at least annually thereafter.
- Appraisals are based on observation of the Child Care Lead by the direct supervisor, analysis of the effectiveness of the Program, and through an appraisal conference.
- Performance Evaluations will utilize the Agency's and Program's forms.
- Factors to be considered during the appraisal are:
 - How well does he/she follow written and verbal instructions?
 - How well does he/she relate the concepts and principles of the Agency and Head Start Program to enrolled families and staff?
 - How well are lesson plans prepared and carried out by those individuals under his/her supervision?
 - Does the employee cooperate with other staff members associated with the family?
 - Is he/she able to effectively supervise the Classroom Teachers?
 - Does the cluster operate smoothly under his/her direction?
 - Are all the required Home Visits being made to enrolled families?
 - Are handicapped children receiving effective services from Head Start?
 - How well does he/she communicate/work with other team members?

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NOTES

This job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected of the position holder.

Lakes and Pines C.A.C., Inc. reserves the right to revise this job description and change the job duties and responsibilities as the need arises.

This job description does not constitute a written or implied contract of employment.