



# City of Pacifica

## CHILDCARE SITE COORDINATOR

### **DEFINITION**

Under general supervision, provides recreational instruction and activities, social development, guidance, direction and care for preschool and elementary school-age children by coordinating and directing the daily operations of a childcare site.

### **DISTINGUISHING CHARACTERISTICS**

The Childcare Site Coordinator is the position responsible for the daily operations of a childcare site.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Recreation Supervisor Childcare Services. Responsibilities include the direct supervision of site subordinate personnel.

### **ESSENTIAL FUNCTIONS- INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Plans, organizes and coordinates the care of preschool and elementary school-age children by providing various activities and events at a childcare site.
- Prepares daily and monthly program plans and assigns activities and events to subordinate staff members.
- Maintains staff and participant files in accordance with departmental, licensing (Title 22) and funding (Title 5) requirements.
- Creates attendance rosters and checkoff list for all rooms for keeping track of children and ratios.
- Schedules staff to ensure required ratios are met at all times. Coordinates staff with other sites.
- Prepares a monthly site newsletter outlining activities and events,
- Provides families with resources and informational documents pertaining to child development.
- Prepares/coordinates lunch/snack menus for the site (breakfast, lunch, and afternoon snack).
- Plans/coordinates site-based field trips, special events, and guest speakers collaborating with the site staff to plan and implement.
- Drives city vans to/from the field trips.
- Identifies special needs of participants and develops an action plan with the families for maintaining safety. Initiate referrals as necessary.
- Investigates complaints, accidents and injuries and submits necessary reports.
- Inspects the site and equipment to ensure proper maintenance, cleanliness, operation, and safety.
- Observes children on a daily basis to detect health problems and instructs children in proper health and hygiene care.
- Develops discipline techniques and youth program management plan.
- Coordinates and participates in cleaning and maintaining the facility and equipment.
- Plans and conducts quarterly parent-teacher conferences/meetings with parents/guardians.
- Interacts with personnel from the site school in planning and implementing site activities.
- Attends various school functions and meetings, in-service training programs and staff meetings.
- Conducts site staff meetings.

- Monitors and orders site supplies.
- Prepares forms, records, and reports necessary for site management.
- Allocates funds through grants-based site priorities and needs.
- Supervises, trains, and evaluates assigned personnel.
- Changing diapers and other apparel.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Childcare issues and regulations.
- Principles of childcare program management and early childhood education, including utilization of DRDPs (Desired Results Developmental Profile).
- How to administer and score the ASQs (Ages and Stages Questionnaires).
- Child development child and family support software, which may include tracking attendance, documenting benchmarks, collecting children's art or classwork, managing child care portfolios, maintaining developmental profiles, and organizing classroom environments.
- Various games, sports, arts, crafts, and other activities appropriate to preschool and elementary school-age children.
- Stages of child development.
- Basic first aid, health/hygiene, and safety procedures and requirements.
- Basic record keeping and budgeting principles.
- Principles of supervision, training goal setting, and performance evaluation.

### **Skill/Ability to:**

- Maintain and prepare city, state, and federal records and reports.
- Evaluate student Assessment Tools and Reporting findings.
- Organize and direct a variety of recreational activities for preschool and elementary school-age children.
- Coordinate a developmentally appropriate preschool and school-age curriculum.
- Communicate clearly both orally and in writing.
- Understand and apply State and departmental regulations and policies.
- Utilize office software including Microsoft Excel Spreadsheets and Microsoft Word
- Maintain and prepare records and reports necessary for site management.
- Establish and maintain effective communications and working relationships with children, parents/guardians, school district personnel, staff and the general public.
- Use various child development child and family support software, which may include tracking attendance, documenting benchmarks, collecting children's art or classwork, managing child care portfolios, maintaining developmental profiles, and organizing classroom environments.
- Supervise, train and evaluate subordinate personnel.

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One (1) year of experience, defined as three (3) hours or more per day for 350 days in the past four (4) years. This experience must be in a group setting working with children aged 2 ½ - 14. and 100 hours of supervising adults.

Experience teaching in a Title 5 program is desirable.

#### **Training:**

AA degree with 24 units in Child Development units including: All 12 units of the core child development classes, 16 General Education units, 6 Administrative units, and a 2-unit adult supervision class, or A Teaching or Administrative Credential with 15 units in Child Development units including: All 12 units of the core child development classes, and a 3-unit supervised field experience class.

**Licenses/Certifications:**

Possession of a valid California driver's license.

Current Site Supervisor permit from the State of California, or a current Site Supervisor Permit Waiver, or must possess the qualifications to obtain a Site Supervisor Permit with one year of hire.

Red Cross Infant/Child CPR/AED and Red Cross First Aid Certifications must be completed within six months of employment.

All Child care employees must pass the Department of Justice fingerprinting scan in order to work for the City of Pacifica.

All State of California Child Development Permits must be maintained.

**ADDITIONAL INFORMATION:**

**Physical demands:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, stoop or kneel. Use hands to finger, handle, or feel; reach with hands or arms; talk and hear.

Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception. The employee must regularly lift, move, and/or carry up to 10 pounds, and occasionally lift, move and/or carry up to 30 pounds.

**Working environment:**

While performing the duties of this job, the employee is regularly exposed to video display; works indoors and outdoors and is frequently exposed to outdoor weather conditions and loud noises.

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<b>Job Title:</b>	Child Care Site Coordinator
<b>Reports To:</b>	
<b>Job Type:</b>	Full-time (40 hours per week / 2080 hours per year)
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	Teamsters Misc Local 856 (Misc 856)
<b>Adopted:</b>	05/27/2025