

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Certified Child Care Monitor
CONTRACT YEAR:	Temporary Position
PAY GRADE:	Temporary Salary Schedule

MINIMUM QUALIFICATIONS:

EDUCATION: A standard high school diploma or an approved General Educational Development (GED) Testing Program.

EXPERIENCE: A minimum of two (2) school calendar years of documented experience and/or training working with school age children.

OR

ADDITIONAL QUALIFICATIONS

REQUIRED: Completed BASCC Comprehensive Child Care Components I and II (a certified teacher does not need to attend Component Training).

OR

Florida Department of Children and Families (My Florida) two 10-hour modules on Special Needs Appropriate Practices (SNP) and School Age Appropriate Practices (SAP) (a Preschool (PSP) certification is not acceptable).

In addition, at least ten (10) hours of approved BASCC Child Care training is required every year of employment. CPR/First Aid certification required for position and maintained. Computer skills required as needed for the position.

PREFERRED: Bilingual skills

EDUCATION: An earned Associate's degree (or its equivalent) from an accredited institution.

EXPERIENCE:

~~Minimum of three (3) years of documented experience and/or training working with school age children in a school based child care program.~~

**ADDITIONAL
REQUIREMENTS:**

~~At least twelve (12) hours in Child Development coursework preferred. Must have completed 10 hour Module on School Age Child Care Developmentally Appropriate Practices (DAP) and 10 hour Mainstreaming Module or BASCC Comprehensive Components I and II. Within the first six months of employment, complete the Child Abuse and Neglect training and attain First Aid and CPR certification and maintain certification. Within the first year of employment attend at least ten hours or approved Before and After School Child Care training. Ten hours of BASCC approved training is required each additional year. Demonstrated appropriate personal characteristics for working with children, youth and adults. Bilingual skills preferred. Computer skills required as needed for the position.~~

~~OR~~

EDUCATION:

~~A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program and Child Development Associate Credential (CDA) required; School Age Child Care specialty preferred.~~

EXPERIENCE:

~~A minimum of five (5) years of experience working with school age children in a school based child care program.~~

**ADDITIONAL
REQUIREMENTS:**

~~Must have completed 10 hour Module on School Age Child Care Developmentally Appropriate Practices (DAP) and 10 hour Mainstreaming Module or BASCC Comprehensive Components I and II. Within the first six months of employment, complete the Child Abuse and Neglect training and attain First Aid and CPR certification and maintain certification. Within the first year of employment attend at least ten hours or approved Before and After School Child Care training. Ten hours of BASCC approved training is required each additional year. Demonstrated appropriate personal characteristics for working with~~

~~children, youth and adults. Bilingual skills preferred.
Computer skills required as needed for the position.~~

REPORTS TO: School Age Child Care Supervisor

SUPERVISES: None

POSITION GOAL: To conduct the planned activities for the Before and After School Care on-site program so that it is a safe and enriching program for the participants.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Certified Child Care Monitor shall:

1. Adhere to the Before and After School Child Care Quality Standards.
2. Plan, implement and evaluate and schedule for children in coordination with program evaluation.
3. Assume responsibility ~~be responsible~~ for the behavior management and activities of the children in the program.
4. Provide direct supervision of students.
5. Procure equipment and supplies for daily scheduled activities.
6. Take attendance, distributes snacks, and assists with homework completion.
7. Assume overall responsibility for clean-up activities.
8. Assume responsibility for making adjustments and decisions concerning daily guidance of children and supervision of programs.
9. Assume responsibility for implementation of formal parent contacts.
10. Direct the activities of volunteers and Child Care Monitors.
11. Document student incidents and complete reports when necessary.
12. Implement emergency procedures and first aid when necessary.
13. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
14. Participate ~~successfully~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
15. Review current developments, literature and technical sources of information related to job responsibilities.
16. Ensure adherence to good safety procedures.
17. Follow Federal and State laws, as well as School Board policies.
18. Perform other duties as assigned by the School Age Child Care Supervisor or designee.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds 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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 3/16/04

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Instructional Program Activity Coordinator
CONTRACT YEAR:	Temporary Position
PAY GRADE:	Temporary Salary Schedule

MINIMUM QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: Any training and/or experience working with school age children in a group supervision setting are preferred.

~~Minimum of two (2) years of documented experience and/or training working with school age children in a group supervision setting.~~

ADDITIONAL QUALIFICATIONS

REQUIRED: Within the first year ~~six months~~ of employment, complete the Child Abuse and Neglect training, and attain First Aid and CPR certification and maintain certification.

Within the first year of employment attend at least ten hours of approved Before and After School Child Care training. Ten hours of BASCC approved training is required each additional year of employment.

Demonstrated appropriate personal characteristics for working with children, youth and adults.

Computer skills required as needed for the position.

PREFERRED: Twelve (12) hours of Child Development course work. Bilingual skills.

REPORTS TO: School Age Child Care Supervisor/Principal or designee

SUPERVISES: None

POSITION GOAL: To plan for and conduct the Before and After School Care on-site academic/enrichment program activities so that it is a safe and enriching program for the participants.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Instructional Program Activity Coordinator shall:

1. Adhere to Before and After School Child Care Quality Standards.
2. Write, plan, and oversee the implementation of developmentally appropriate activities that will fit the weekly activity schedule based on students' needs and interest and aligned to School Instructional Plan (SIT) plan.
3. Develop a scope and sequence for activities on school calendar.
4. Create weekly written lesson plans and present plans to supervisor for approval.
5. Generate orders for materials and submits to the supervisor for approval.
6. Maintain and distribute all materials and supplies needed for the planned activities.
7. Train staff that will be presenting these activities.
8. Provide direct instruction to students.
9. Enforce the BASCC site behavior management plan.
10. Instruct and observe staff presenting activities. Provide lesson modeling, coaching and feedback for program improvement. Create training based on these observations to support and maintain the quality of the activities.
11. Assist the supervisor in training staff on the BASCC Quality Standards to ensure continuous quality improvement for the program.
12. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
13. Participate ~~successfully~~ in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the job responsibilities assignments.
14. Review current developments, literature and technical sources of information related to job responsibilities.
15. Ensure adherence to good safety procedures.
16. Follow Federal and State laws, as well as School Board policies.
17. Perform other duties as assigned by the Child Care Supervisor/Principal or designee.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently and/or up to 10 pounds of force 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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Adopted: 3/16/04