

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Child Care Monitor I
<b>CONTRACT YEAR:</b>	Temporary Position
<b>PAY GRADE:</b>	Temporary Salary Schedule

**QUALIFICATIONS:**

**EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.

**EXPERIENCE:** Any volunteer work, eExperience and/or training working with school age children in a group supervision setting is required.

**ADDITIONAL REQUIREMENTS:** Within the 1<sup>st</sup> year must complete attend at least 10 hours of BASCC approved training and begin course work on the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. ~~Demonstrated appropriate personal characteristics for working with children youth and adults. Bilingual skills preferred.~~ Computer skills required as needed for the position. Must be 18 years of age or older.

OR

Within the 1<sup>st</sup> year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.

**REPORTS TO:** School Age Child Care Supervisor

**SUPERVISIONES:** This position does not have supervisory responsibilities.  
~~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 Child Care Monitor I shall:**~~carry out the performance responsibilities listed below.~~

1. ~~A~~adhere to the Before and After School Child Care Quality Standards.
2. ~~D~~irectly supervise or facilitate activities or areas to provide appropriate experiences for children.
3. ~~S~~et and maintain appropriate standards for children's behavior using non-punitive methods, which teach self-discipline while supporting children's self-esteem.
4. ~~P~~rovide direct supervision of play areas and children's activities to ensure safety and quality.
5. ~~P~~articipate in evaluating activities and scheduling for children.
6. ~~A~~ssist in procuring equipment and clean up of supplies for planned activities.
7. ~~R~~eport incidents to appropriate personnel.
8. ~~P~~rovide timely input on needed program supplies and materials.
9. ~~M~~aintain a cooperative relationship with all other staff members.
10. ~~I~~nteract positively with all parents and refer questions and concerns to the Child Care Supervisor as appropriate.
11. ~~P~~erform and promote all activities in compliance with the equal employment and non-discrimination policies of the School Board of Broward County.
12. ~~P~~articipate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignments.
13. ~~R~~eview current developments, literature and technical sources of information related to job responsibility.
14. ~~E~~nsure adherence to ~~good~~ safety rules and procedures.
15. ~~F~~ollow ~~f~~ederal and ~~s~~tate laws, as well as School Board policies.
16. ~~P~~erform other duties as assigned by On-Site Child Care Supervisor/School Administrator 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 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 Approved: 4/20/93 &

Adopted: 5/18/93

Revised: 6/19/2001 &

Adopted: 7/17/2001

Board Adopted: 3/16/04