

**SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES****CHILD CARE COORDINATOR****Position Summary**

Under the direction of the School Administrator and the Family Studies Teacher, oversee the operation of the Child Development Centre by providing childcare services and management functions.

**Administration**

- Organize and supervise day to day activities of the Day Care Centre.
- Establish and maintain daily schedule.
- Ensure safety and cleanliness of the centre.
- Maintain up to date medical records.
- Do regular inventory checks.

**Supervisory**

- Control access to centre.
- Supervise activities of children and students.
- Ensure child is sent home with authorized care giver in day care.
- Determine whether child is too ill to be in day care.
- Ensure that students maintain schedules of activity and assistance in the centre.
- Oversee and participate in the preparation and feeding of nutritious snacks.

**Supervisory**

- Provide emotional support to adolescent parents.
- Maintain positive relationships among children and parents in the program.
- Administer medication as required.

- Assist Family Studies teacher with student evaluation and attendance.

### **Instructional**

- Serve as a role model for parenting skills.
- Instruct in specific areas such as diapering, bottle feeding and hand washing.
- Demonstrate and encourage children's play through planned age-appropriate stimulation.
- Liaise with Family Studies teacher regarding planning, purchases, evaluation of programs and attendance of students.
- Inform parents of the daily activities and progress of their child.
- Toilet train toddlers.

### **Other**

- Provide first step emergency medical attention to children.
- Safeguard against blood exchange to prevent possible occurrence of Hepatitis B or HIV virus.
- Communicate with agencies such as Social Services, Child and Family Services and Manitoba Health.
- Communicate with parents of adolescent parents.

### **Education**

- Diploma in Child Care (two years post-secondary).
- Child Care Worker III certificate (one-year additional post-secondary).
- First aid certificate (8 hours).
- C.P.R. (1-2 days).

### **Experience**

- Over 1 year and up to including 2 years.

**Physical Demands**

- Bending over and lifting children.
- Lifting and moving equipment such as strollers, mats, toys, etc.
- Constant visual supervision.
- Constant demands by children and adolescents.

**Working Conditions**

- Frequent interruptions, high and continuous noise level and odours
- Exposure to communicable diseases.
- Constant emotional demands of children and adolescents, such as cranky, temper tantrums, depression.
- Constant supervision is required therefore breaks during the day are difficult to achieve and most often do not occur.