



**ORANGE COUNTY SCHOOLS**

**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>Child Care Monitor (School-Aged)</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned site/program
<b>SALARY</b>	Salary Grade 56 plus supplement
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	School Community Relations Director
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	10

**POSITION PURPOSE:**

The School-age Child Care Monitor works within the various programs offered by the School Community Relations Department. This position serves multiple roles and has the potential as well as flexibility to work within multiple aspects within the SCR program.

Specific duties are outlined below.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to work well with staff, parents and community
- Thorough understanding of early childhood needs and expectations

- Thorough understanding of school age needs and expectations
- Demonstrated success in working and communicating effectively with children
- Experience working successfully with childcare programs
- Working knowledge of requirements for license compliance
- Working knowledge of organizational and record keeping requirements necessary for operating a childcare program
- Considerable knowledge of processes for addressing behavioral issues and reporting

***EDUCATION, TRAINING, AND EXPERIENCE***

- High School Diploma or equivalent
- Must be at least 18 years of age
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

***CERTIFICATION AND LICENSE REQUIREMENTS***

- Required background checks and certifications
- Must be First Aid/CPR certified
- Must complete Health and Safety Training requirements per the state timeline
- Must complete Recognizing and Responding to Suspicions of Child Maltreatment within two (2) months of employment
- Must complete Basic School Age Care (BSAC) within 90 days of employment
- Must meet minimum number of state mandated professional development hours based on education level
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

***PREFERRED QUALIFICATIONS:***

- NC Early Childhood Credential (formerly known as credentials I & II)
- School-Age Care Credential. \*If applicant holds Admin I & II credentials, an 18-month period will be allowed to acquire the School-Age Care Credential
- Associate's Degree from an accredited institution in Early Childhood Education, Youth Development, or related area
- Minimum of three (3) years of experience working in childcare setting

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Program/Activities**

1. Direct planning of program activities and events as needed
2. Maintain program supplies and equipment for use with children, as well as those for office use
3. Support of program activities that are aligned with the state licensing and School Age Care Environmental Rating Scale (SACERS) standards
4. Ensure that all CDC, local, and district guidelines are adhered to as needed
5. Supervise volunteers assigned to assist with activities
6. Make recommendations for improvement as necessary
7. Perform additional duties as assigned by the School Community Relations Director and/or their designee

### **Communication:**

1. Report persistent behavior problems to School-Community Relations Director or their designee as needed
2. Communicate regularly with the School-Community Relations Director and the building principal as needed to discuss issues regarding the program
3. Collect data from records and prepare reports to include specific information regarding enrollment, snacks, activities, special programming, anticipated needs of the program, behavior problems, and staffing upon request
4. Attend relevant meetings and present information from reports, as requested
5. Interact with parents to keep them informed, answer questions, and address concerns as needed

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*