

Window Rock Unified School District No. 8
Position Description

Position Title	Day Care Coordinator
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Date Revised May, 2003
Status Classified
Salary Level D
Work Year 10 Months

Qualifications

- High school diploma or equivalent; must possess 60 or more college credit hours
- Minimum of one year of related work experience
- Aptitude for working with pre-school children
- Other qualifications as the Governing Board may deem appropriate

Job Goal To provide support to students and their parents by providing a clean and safe facility to house their children while they complete their high school education; to assist these young parents gain appropriate parenting skills.

Essential Duties

- Schedules training for young parents.
- Maintains confidentiality of all correspondence and other related information.
- Prepares and submits pertinent information to local, state and tribal offices as required
- Maintains complete inventory of furniture, equipment and supplies purchase for the center.
- Updates Parent Handbook and guidelines annually for the center.
- Provides supervision for other staff and volunteers in the center.
- Recognizes and observes special accomplishments of children and parents who utilize the center.
- Maintains safety and well being of all children and parents while in the center.
- Plans and organizes daily schedule of children in the center.
- Collaborates with parents, grandparents and building administration for open communication about center matters.
- Perform other duties as assigned.

Certificates/Licenses Valid Arizona Drivers License preferred
 Food Service Handler's certificate
 First Aid and CPR certificate

Physical Effort Occasional stooping, bending and light lifting
Working Environment Normal office conditions

Supervision Given Day Care Assistants
Supervision Received Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

 Supervisor signature

 Date

 Employee signature

 Date