

CITY OF REDWOOD CITY CHILD CARE LEADER

DEFINITION

To implement the City administered child care program; and to interact with and supervise school-aged child care participants.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other recreational positions by the specific duties and requirements of an Aide in a state licensed childcare facility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Childcare Director, or the Childcare Assistant Director, or the Recreation Center Supervisor.

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Assist, supervise and participate with children in a variety of activities including crafts, games, free play and homework.
2. Assist in the preparation of materials and clean up of facilities.
3. Drive City vehicle for transportation of children.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Childcare programming principles and procedures.

Safe driving principles and practices.

Ability to:

Implement a school-aged childcare program.

**CITY OF REDWOOD CITY
CHILD CARE DIRECTOR (*Continued*)**

Supervise and discipline school-aged children.

Work cooperatively with department staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience working with children.

Training:

Equivalent to the completion of twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 45 lbs.; exposure to noise, outdoors, and dust.

Must be 18 years of age.

**CITY OF REDWOOD CITY
CHILD CARE DIRECTOR (Continued)**

**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SDE

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: June, 1995

Bargaining Group: Service Employees' International Union - Local 715