

# LEAD CHILD CARE



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**Reports to:** Building Administrator  
**Salary Schedule:** Schedule A  
**FLSA Status:** Hourly

**Bargaining Unit:** Wenatchee Assoc. of PSE  
**EEO Class:** Level 9  
**Revised Date:** March 2019

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## **SUMMARY:**

Serve as primary liaison between the daily happenings of staff, the program and the building administrator. Responsible for the supervision of staff and program and maintains all requirements and expectations of district policy. Responsible for the supervision, development and implementation of an organized childcare program, carrying out daily lesson plans, group activities, and snack time preparation and daily up-keep of the classroom. Collaborate with staff and community based organizations. Carry out appropriate and positive discipline as established by program policies. Be an appropriate role model with health and safety issues.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicate daily with parents and teachers of children attending childcare center.
- Plan and implement daily lesson plans, group activities, snack time, preparation, (including clean-up) and daily maintenance of the classroom.
- Assist in the set-up and care of supplies and materials needed each day.
- Carry out appropriate and positive discipline as established by program policies.
- Maintain records and submit reports as needed.
- Maintain safe and nurturing environment.
- Keep record of observations on each child, and give direction to other staff members as to who needs to be observed.
- Communicate with teachers in other programs that students are enrolled in.
- Complete assessments on children on a regular basis.
- Purchase authorized supplies and maintain proper purchase records.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Possess a high school education or equivalent.

- Must be 21 years old or older.
- Must have a two-year degree in ECE or related field.
- Two years experience working with children from Birth to 5 years of age.
- Possess or ability to obtain First Aid/CRP card, HIV/AIDS training and Mantoux method tuberculin skin test.
- Must have all STARS training, or obtain within 6 months of becoming a Lead, and must stay current.
- Must be able to work a flexible schedule.
- Must work closely with lead staff and supervisor.
- Demonstrate the understanding, ability, personality, emotional stability and physical health suited to meet the cultural, emotional, mental, physical and social needs of the children in care.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830,
- Not have committed or been convicted of child abuse or any crime involving another person.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have basic knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. This position consists of prolonged sitting or standing. This position may require demonstration of task/assignment to students.

Childcare assistants work in class environments, which may be noisy and crowded. Class environments may be stressful; therefore assistants must have the ability to cope with stressful situation and large groups of students, while maintaining composure and professionalism. This position consists of working with students grade K-5, WSD staff, parents, and community members for these reasons communication skills and time management skills are required.