

TITLE: CHILDCARE COORDINATOR

#248

SECTION: Learning Services

REPORTS TO: District Principal Teaching and Learning Early Years to Grade 12

SUMMARY

Under the direction of the District Principal Teaching and Learning Early Years to Grade 12 (District Principal) or Designate the Childcare Coordinator will support in developing and coordinating programs and services that support the physical, intellectual, emotional, and social development of children in district operated before and after school childcare (BASC).

DUTIES

1. Work cooperatively with the Childcare Manager, District Principal, school-based Principals/Vice Principals, and all BASC childcare staff.
 2. Assist and support the BASC staff under the direction of the Childcare Manager and District Principal.
 3. Follow Childcare Licensing Regulations and support BASC staff to do so.
 4. Act as the first replacement staff for the after-school portion of our BASC programs.
 5. Support the after-school portion of BASC programs when not needed as a replacement.
 6. Support management of registration and collection of childcare fees.
 7. Maintain and update Childcare Inventory on an on-going basis.
 8. Assist the Childcare Manager and District Principal with maintaining and reporting on required documents requested by the School District and the Ministry of Education and Childcare.
 9. Supports the Childcare Manager and District Principal by preparing a variety of correspondence, reports, and other materials including those of a confidential nature.
 10. Reconciles monthly budget statements.
 11. Will on occasion be required to perform other duties as assigned.
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QUALIFICATIONS

- Post-Secondary Diploma in Early Childhood Education would be an asset.
- 5 years of experience working with children in early childhood education, elementary schools, and/or before and after school childcare.
- 2 years of experience in an administrative role.
- Demonstrated understanding of the BC Early Years Framework and childcare licensing regulations.
- Ability and disposition to work collaboratively with all levels of school district leadership along with staff of childcare (Education Assistants, Responsible Adults, etc.).
- Ability to manage relationships with client families and children, demonstrating empathy, maturity, and patience.
- Strong interpersonal and communication skills; including written, texting, email and oral communication.
- Basic knowledge in the use of Microsoft Office applications.
- Demonstrated organizational skills
- Proficient in handling extremely sensitive and confidential matters with discretion and tact.
- Ability to respond to emergent situations and maintain control in high stress situations.
- Ability to operate standard office equipment, including personal computers/software and ability

to learn childcare management system (e.g., Esikidz).

- Ability to work proactively and in a self-directed manner.
- First Aid required by childcare licensing.
- Possess and maintain a valid BC Driver's License.
- Physical capability to perform the job duties.