



JOB TITLE: Staff Daycare Lead

DEPARTMENT: B&A Connections and Extension Programs

REPORTS TO: Director of B&A Connections and Extension Programs

FLSA STATUS: Non-Exempt, Non-Certified support personnel

EMPLOYMENT STATUS: Full-time, 40 hours per week, 9 months. Working hours are Monday - Friday, 8 hours per day with a 1-hour lunch break.

MINIMUM JOB REQUIREMENTS:

Education: High School Diploma or GED required.

Experience:

- Must meet the requirements dictated by the Oklahoma Department of Human Services, including a clean OSBI background check.
- Must complete and maintain 12 hours (per year) of pre-approved training required by OKDHS through the Oklahoma Child Care Registry.
- CDA (Child Development Associate) preferred.
- One year experience working in a professional childcare setting or after school program.

Certifications: CPR and First Aid

ESSENTIAL JOB FUNCTIONS: *These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required. Other duties may be assigned as necessary.*

1. Must be able to work independently and collaboratively.
2. Responsible for the day-to-day operations of the childcare classroom. Works directly with the students during hours of operation. Oversees the interactions and learning activities within the classroom. Provides structured and unstructured opportunities for physical development, cognitive development, language development, and Social Emotional Learning using developmentally appropriate play. Understands the appropriate discipline strategies for toddlers and preschool-age children.
3. Maintain confidentiality.
4. Follow state and district protocol for reporting any suspected abuse or neglect to law enforcement and the Department of Human Services.
5. Responsible for the following paperwork/computer work for site assigned:
 - a. Parent Sign In/Sign Out forms.
 - b. Preparation of monthly newsletters/calendars.

- c. Supply requests (DHS required items/items used in curriculum)
 - d. Competence in use of online database for student and student-contact information.
 - e. Ability to check and respond to emails each day to meet communication needs for families, staff, and Program Leadership.
6. Maintain up-to-date and accurate records of student attendance, late pick-up fees, verbal pick up authorizations, as well as other important center activities.
 7. Maintain and update DHS Board with required and current forms.
 8. Ensure DHS standards and all applicable licensing regulations are followed by all Daycare staff.
 9. Oversee one event or service project, per semester.
 10. Maintain professional and collaborative relationships with staff, school personnel, and Program Leadership.
 11. Ability to communicate daily with parents and guardians, in a professional and courteous manner about their child's experiences.
 12. Arrange a clean and engaging classroom environment in accordance with program goals and philosophy.
 13. Attend 90% of staff meetings and professional development trainings.
 14. Ability to assist in the implementation of safety training and drills. All drills must be documented in compliance with DHS policy.

ESSENTIAL BEHAVIOR:

All employees are required to be of good character and possess adequate education, training, or experience to provide them with the skills to perform the essential functions of the job with or without reasonable accommodation. Excellent interpersonal skills and collaboration skills are required. All employees must be able to respond appropriately to directions from their supervisor. Employees must be reliable in attendance. Employees must handle problematic situations by communicating with the appropriate person(s). Employees must be able to make sound decisions, routinely.

ATTENDANCE STATEMENT: Able to be in attendance for assigned responsibilities 95% of contract time.

ENVIRONMENTAL CONDITIONS: Inside and outside working conditions with minimal exposure to extreme environmental conditions. Outside activities on the playground or inside activities in the gym/large motor room.

PHYSICAL STANDARDS:

- Must be able to stand or walk for long periods of time.
- Must be mobile and able to walk around indoors and outdoors.
- Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee is continuously required to sit, talk, lift small items or children and hear.