

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Child Care Monitor I
CONTRACT YEAR:	Temporary Position
PAY GRADE:	Temporary Salary Schedule

MINIMUM QUALIFICATIONS

EDUCATION: A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.

EXPERIENCE: Any volunteer work, experience and/or training working with school age children in a group supervision setting is required.

ADDITIONAL REQUIREMENTS

Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older.

OR

Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (*a Preschool (PSP) certification is not acceptable*). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.

REPORTS TO: School Age Child Care Supervisor

SUPERVISION: This position does not have supervisory responsibilities.

POSITION GOAL: To conduct the planned activities for the Before and After School Care on-site program so that it is a safe and enriching program for the participants.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Child Care Monitor I shall carry out the performance responsibilities listed below.

1. Adhere to the Before and After School Child Care Quality Standards.
2. Directly supervise or facilitate activities or areas to provide appropriate experiences for children.
3. Set and maintain appropriate standards for children's behavior using non-punitive methods, which teach self-discipline while supporting children's self-esteem.
4. Provide direct supervision of play areas and children's activities to ensure safety and quality.
5. Participate in evaluating activities and scheduling for children.
6. Assist in procuring equipment and clean up of supplies for planned activities.
7. Report incidents to appropriate personnel.
8. Provide timely input on needed program supplies and materials.
9. Maintain a cooperative relationship with all other staff members.
10. Interact positively with all parents and refer questions and concerns to the Child Care Supervisor as appropriate.
11. Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the School Board of Broward County.
12. Participate successfully in the training programs offered to increase the individual skills and proficiency related to the assignments.
13. Review current developments, literature and technical sources of information related to job responsibility.
14. Ensure adherence to safety rules and procedures.
15. Follow federal and state laws, as well as School Board policies.
16. Perform other duties as assigned by On-Site Child Care Supervisor/School Administrator or designee.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/93 &

Adopted: 5/18/93

Revised: 6/19/2001 &

Adopted: 7/17/2001

Board Adopted: 3/16/04

Approved: 10/6/2015

Adopted: 11/3/2015