

Pflugerville Independent School District - Job Description

Job Title/Position:	PfISD Childcare, Group Leader	Department/School:	PfISD Childcare Locations
Pay Information:	PfISD Childcare Compensation Plan	Supervised By:	PfISD Childcare Designated Supervisor
FLSA:	Non-Exempt	Date Revised:	May 2026

Primary Purpose:

Provide supervision for all children in the childcare program at assigned site(s), including Pfirst Steps Academy and the Extended Day Program, and serve as a substitute across both programs as needed.

Qualifications (Experience/Education/Certification):

High school diploma or equivalent OR enrolled in high school level Career and Technical education program; meet the requirements of a caregiver as described in Minimum Standards under the guidelines set forth by the Texas Department of Family and Protective Services (DFPS) [section 744 or 746]

Major Responsibilities:

- Coordinate with all PfISD Childcare Directors and Specialists in order to meet the needs of the program and children.
- Meet regularly with PfISD Childcare designated supervisor to discuss areas of success and improvement.
- Manage child behaviors as they arise.
- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities.
- Relate to children with courtesy, respect, acceptance, and patience.
- Be aware and knowledgeable about the children assigned to your supervision.
- Supervised children at all times using appropriate visual and/or auditory awareness and physical proximity.
- Ensure that children maintain proper, safe behavior.
- Interact with children in a positive manner.
- Complete at least 15 hours of training annually in compliance with DFPS Minimum Standards, including attendance at required monthly in-person staff trainings.
- Obtain and Maintain CPR/First Aid Certification, UDCA Training, immediately upon hire.
- Know and comply with the Educator Code of Conduct and all policies, procedures, laws and State/Federal regulations, DFPS Minimum Standards, Texas Rising Star Program Standards, and other PfISD Childcare policies and procedures.
- Other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws as well as district, campus, and PfISD Childcare operating procedures and guidelines.
- Knowledge of DFPS Minimum Standards [section 744 & 746 as designated on site licenses] and quality childcare programming.
- Skill in leading group curriculum or enrichment activities
- Still in communicating and collaborating effectively with others and working in a team-based environment.
- Skill in working with various types of equipment including, but not limited to: email, internet, Microsoft Word, Microsoft Powerpoint, etc.

Supervisory Responsibilities:

The PfISD Childcare group leader will directly supervise children enrolled in PfISD Childcare Programs

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry 30 lbs independently and over 50 lbs with assistance.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____