

## PLANO INDEPENDENT SCHOOL DISTRICT

### Job Description

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| <b>Job Title:</b>    | Coordinator Employee Child Care        | <b>Wage/Hour Status:</b> | Exempt     |
| <b>Reports To:</b>   | Director Campus Support Services       | <b>Pay Range:</b>        | 860        |
| <b>Dept./School:</b> | Student, Family and Community Services | <b>Date Revised:</b>     | 11/17/2023 |

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#### Primary Purpose:

To coordinate, budget, manage the daily successful operation of the Employee Child Care Center and Program and supervise employees at multiple employee child care locations following all state licensing, child care regulations and school district guidelines.

#### Qualifications:

##### Education/Certification:

Master's degree in Education (preferred)

Principal certification (preferred)

Child Care Director Certificate (required)

##### Special Knowledge/Skills:

Knowledge and implementation of Texas minimum standards for child care centers

Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices

Proven ability to lead and work collaboratively with key stakeholders

Demonstrated insight into child development and adult motivation

Strong organizational, communication, public relations, computer and interpersonal skills

##### Experience:

Three years teaching experience (early childhood preferred)

Recruiting and retaining staff

Background in education and/or other child care related fields

Developing, implementing and managing processes pertaining to budgeting, resource allocation, maintenance and personnel schedules

#### Major Responsibilities and Duties:

Ensure the completion and documentation of all required child care regulation training by all child care center staff is met

Oversee the day to day functioning of the child care centers and manage staff at multiple sites

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Develop and implement policies and procedures for the operation of the child care centers

Develop a budget for the centers and establish controls to assure that the centers adhere to the budget

Collaborate with Childcare Financial Services to develop the annual schedule of fees and program dates

Collaborate with Childcare Financial Services to revise and update enrollment process, guidelines for fees, and Program Handbook

Research, recommend and develop scope and sequence for the implementation of age appropriate curriculum at employee child care centers

Plan, lead and organize a consistent schedule of collaborative meetings with Site Managers at each Child Care center

Plan, implement, and oversee recruitment, hiring, onboarding and yearly professional learning plan for all staff

Complete annual performance evaluations for Child Care Center Management and administrative support staff

Conduct frequent and regular observations to provide feedback to child care center management regarding the daily operations of the child care centers

Plan, implement and oversee the training and professional development of all child care staff

Oversee, collaborate and ensure consistent compliance with all Texas child care regulation standards including maintenance of annual fire, health and gas line inspections

Maintain high quality child care standards at all times based on developmentally appropriate practices

Coordinate the annual licensing of the child care centers with Child Care Regulations

Oversee the maintenance of the children's files according to Child Care Regulations requirements

Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed

Address and resolve parent concerns regarding the operation of a child care center

Provide reliable, accurate and timely information about the employee child care centers including the maintenance of program website as well as other communication tools

Attend professional development seminars to explore and learn the current best practices in curriculum and administrative functions of a child development program

Attain and maintain membership in Texas Association for the Education of Young Children (TAEYC)

Represent the school district in a professional, courteous and positive manner at all times

Assist in other projects as assigned by supervisor

Ensure that the program is cost effective and funds are managed prudently

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

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Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

Supervise Child Care Center Management as well as assigned administrative support staff

**Working Conditions:**

**Mental Demands:**

Interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent district wide and / or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 12/8/2023

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:**

**Date:**

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