

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Supervisor – Child Daycare	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Teen Parent Program Administrator—as set by KCSD Cabinet Assignment
EDUCATION:	Bachelor’s Degree required. Job Qualifications (below)	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting. 210 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB QUALIFICATIONS:	<p>Step 10 through the Oregon Registry</p> <p>Director eligibility through the Oregon Child Care Division</p> <p>CTE licensure eligibility, desired</p> <p>Criminal History Registry - Child Care Division.</p> <p>CACFP Certification</p> <p>Maintain First Aide/ CPR, Food Handlers certification.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessary Limited To)

1. Supervise Viking Babies staff, direct childcare professional expectations, evaluate staff effectiveness, complete year-end evaluations, recommend continued employment/ or changes to employment, and lead interviews and hiring of new/replacement staff.
2. Enroll pregnant and parenting students into the teen parent program.
3. Complete (Mazama site) and/or advise (all other KCSD school sites) on each individual service plan with the enrolled student.
4. Connect students with ISP’s with community resources as appropriate and beneficial.
5. Arrange for transportation for students to school programs.
6. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
7. Must maintain confidentiality of student and personnel information, as a supervisor with the Klamath County School District.
8. Regular attendance is an essential function of this position.
9. Maintain child care center certification with State of Oregon Child Care Division.
10. Maintain CACFP training and participation.
11. Maintain State of Oregon Child Care Block Grant.
12. Supervise and mentor staff, ensure that all staff maintain continuing education training hours.
13. Have knowledge of child development for the primary ages served in the center.
14. Additional duties as assigned by Building Principal, Program supervisor, or designee. Other duties include, but are not limited to: Facilitating independent study programs in support of parenting skills; arranging for tutoring services; assisting in Mazama’s parenting lessons, and maintaining points of contacts with KCSD Personnel working with eligible kids at schools outside of the Mazama Program.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: 75 lbs					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: 75 lbs					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			X		
11-20 lbs.			X		
21-50 lbs.			X		
51-75 lbs.		X			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: 75 lbs					
Distance: <u>30</u> ft Type of Surface: (i.e. level, carpet, tile): <u>level</u>					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>90</u> % of the time	/ Works Outside <u>10</u> % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist					
Crouch/Squat			X		
Kneel			X		
Crawl		x			
Walk-Level Surface				X	
Walk-Uneven		X			

Surface					
Climb Steps			X		
Climb Ladder	X				
Work at Heights	X				
Reach at or Above Shoulder			X		
Reach Below Shoulder		X			
Use of Arms			X		
Use of Wrists			X		
Use of Hands			X		
Grasping/Squeezing			X		
Operate Foot Controls			X		

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X				
Standing			X				
Walking			X				
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: _____ Date: _____

Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No **Date of Release:** _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date