



## **RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION**

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**TITLE:** Community School Child Care Specialist  
**REPORTS TO:** Community School Site Manager  
**QUALIFICATIONS:**

- Minimum of Associate's Degree or 60 college credits
- County substitute certification or teaching certification
- Familiarity with the operations of a child care program
- Excellent communication skills

### **GENERAL DESCRIPTION:**

The Child Care Specialist will be responsible assisting with the supervision of daily activities at a before or after care site. Primary responsibilities include producing relevant programming for children participating in the program, ensuring the security of children, and assisting the Site Manager in the overall administration of the program.

### **ESSENTIAL JOB FUNCTIONS:**

- Produces relevant programming for children participating in before or after care programs.
- Assists the Site Manager in overseeing the daily operation of before or after care programs.
- Communicates with building personnel and parents to ensure students safely arrive and are dismissed from before or after care programs, in the absence of the Site Manager.
- Coordinates activities for the holiday fun programs.
- Serves as a substitute for the Site Manager when needed.
- Performs such other tasks and assumes such other responsibilities as assigned by the Community School Site Manager.
- Completes training activities mandated for the position.
- Maintains records in accordance with state and district regulations.

**WORK YEAR:** Ten-month employee  
**DATE APPROVED:** July 23, 2019  
**APPROVED BY:** Board of Education