

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6643  
Pay Grade: D09

FLSA: Non-Exempt

**GROUP LEADER, CHILD CARE PROGRAM**

**MAJOR FUNCTION:**

Child Care Programs:

Performs lead supervisory and instructional duties as a member of the childcare team in a Child Care Program. Assists the Site Coordinator, or Teacher in the management of a large child-care site. Assists in curriculum planning and implementation of related activities. Work is performed under general direction and is reviewed through conferences and results obtained.

Teenage Parent Programs:

Performs varied and responsible duties as a member of the child care team in the Teenage Parent Programs. Major duties are related to the total care of the infants and toddlers in these programs. Assists in the implementation of curriculum and related activities. Work is performed under the supervision of the Teenage Parent Social Worker and the Teenage Parent Teacher.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Site Coordinator or Teacher in planning, preparing and implementing the activities of the program.
- Constructs, selects, and maintains appropriate instructional materials.
- Maintains attendance records for a designated group of children.
- Confers on an ongoing basis with the Site Coordinator or Teacher and facility personnel about student progress and problems.
- Administers medication as described in the Pinellas County School Board Policy Manual.
- Participates in parent contact and communication as required.
- Oversees program as designated by the Site Coordinator or Teacher.
- Performs other record keeping and supervisory duties as directed by the Site Coordinator or Teacher.
- Works cooperatively as part of the child care team.
- Applies positive discipline techniques in working with small and large groups of children.
- Assumes day care center duties of Site Coordinator or Teacher in the event of absence or emergency.
- Attends staff meetings.
- Adheres to county policies, procedures, and philosophy.
- Assists the Site Coordinator or Teacher in the supervision of assistants and volunteers.
- Contributes to the positive image of the program.
- Performs related work as required.

Teenage Parent Programs:

In addition to the above, a Group Leader in the Teenage Parent Program will be responsible for the following:

- Provides the total basic care needed by the infants and toddlers, (i.e. feeding, bathing, changing diapers, meeting emotional needs, and infant stimulation). Attends all training required to be in compliance with licensing.

## **GROUP LEADER, CHILD CARE PROGRAM**

### **MINIMUM QUALIFICATIONS:**

Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university, plus one (1) year of experience in working with pre-school or elementary school-aged children (Child Care Programs) or children between the ages of two (2) weeks and four (4) years (Teenage Parent Programs).

In addition for Teenage Parent Programs: successful completion of forty (40) clock hours in child care workers' training that includes ten (10) clock hours of infant training and five (5) clock hours of early literacy training. Must begin training within ninety (90) days of employment and be completed within the first year. Must be cleared to work by the Department of Children and Family.

### **PREFERRED:**

Course work related to Child Development. Formal training in basic first aid and CPR.

ISSUED: 9/89 PBL; BOARD APPROVED: 9/27/89; REVISED: 3/90 PBL; BOARD APPROVED: 3/28/90; REVISED: 5/90 BMP; BOARD APPROVED: 6/13/90; REVISED: (D&R ONLY) 10/95 PBL; SAL SCH CHNG; BOARD APPROVED: 8/26/97; REVISED WC: 8/04 LM; REVISED MQ 3/05 AK; BOARD APPROVED: 4/12/05

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**GROUP LEADER, CHILD CARE PROGRAM**

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Group Leader, Child Care Program - PESPA