

ORANGE UNIFIED SCHOOL DISTRICT

CHILD DEVELOPMENT SERVICES PROGRAM PLANNER

DEFINITION

Under general direction, maintains, complex daily staff scheduling of the School Age Care (SAC) Programs located throughout the district; assigns substitutes on a daily basis in the evening and early morning hours and receives time-off requests; collects and receipts tuition from sites; assists in recruitment efforts, including attendance at job fairs and interviewing potential candidates; provides extensive on-site training for new staff; acts as a resource person for all staff; develops training activities; monitors off-campus excursions; maintains intricate program calendar for staff schedules, which includes partial and full days for single, multi-, and traditional track schools; organize bargaining unit members extensive bidding schedules; arranges field trips for full day camp schedules; opens sites on emergency basis; performs related duties as required or assigned.

REPRESENTATIVE DUTIES

Receives telephone calls from staff on a daily basis; arranges for coverage of staff to maintain compliance with Title 5 (Child Care and Development) and Title 22 (Community Care Licensing) for proper teacher-child ratios at child care programs located throughout the district.

Incumbents are required to gain an understanding of staffing paradigms needed to operate a child care program efficiently, which may include enrollment patterns, knowledge of child development and the distinct characteristics of each individual site location. Staff training by incumbent will require practical applications of school-age children's developmental stages/needs and knowledge of district emergency procedures.

Receives and receipts tuition from sites and verifies daily bank deposits.

The incumbent works with great deal of independence in management of the daily schedules and emergency situations. Other duties may include field trip arrangements, including transportation requests; compiles and assists staff in completing time cards; assists with staffing at the Child Development Center.

ORGANIZATIONAL RESPONSIBILITIES

The Program Planner reports to a Child Care Supervisor and is responsible for proper staff coverage of all operating district SAC site locations.

The Program Planner's daily scheduling is often performed under the pressure of interruptions, emergencies and deadlines. May be required to make difficult decisions when staff are required to be transferred for proper ratios.

This position has a unique role when staffing determinations may vary due to sensitive personnel factors involving work styles, experience levels, and individual needs.

ENTRANCE QUALIFICATIONS GUIDE

Training And Experience- Equivalent to:

Graduation from high school with an additional 45 semester units or equivalent quarter units in early childhood education, human development, or elementary education, and

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Four years of experience working with children in a child care center or other comparable program, and some bookkeeping experience.

Knowledge And Abilities

Knowledge of: school age child development, school district school age care program operations and specific staffing requirement to meet the safety needs of the students at each site location; staffing patterns and forecasts; training methods; modern office methods, practices and equipment; basic accounting procedures; safe working methods and procedures.

Ability to: Maintain harmonious working relationships with those contacted in the course of work; communicate effectively and courteously; read and interpret program policies; maintain files; work under pressure; operate a personal computer and related software applications.

Licenses

Possession and maintenance of a valid California driver's license and a current CPR/First Aide certificate

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Lifting, pushing and/or pulling objects normally does not exceed 25 pounds and is an infrequent aspect of the job.

Positions in this class perform work which is primarily sedentary.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms and reach and dexterity of hands to grasp and manipulate small objects.

Vision

Incumbents in this classification require vision (which may be corrected) to read small print.

Incumbents may be required to work at a video display terminal for prolonged periods of time.

Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;

Incumbents of positions in this class may be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings;

Incumbents may be required to remain at the work site after scheduled work hours to care for children until parents or a proper authority arrives.