

Job Description
SERVICE

CATHOLIC COMMUNITY

419 Sixth Street, Juneau, AK 99801
907-463-6100 -- www.ccsjuneau.org

Name

Puddle Jumpers Administrator
Job Title

Supervisor

CCFR Program Director
Supervisor's Title

Juneau / Puddle Jumpers
Location

Background Check/Fingerprinting;
CPR/First Aid
Requirements

FLSA Status: Exempt Non-Exempt

ESSENTIAL JOB FUNCTIONS:

1. Serve as administrator of Puddle Jumpers Developmental Learning Center
2. Staff supervision
3. Record Maintenance
4. Prepare program reports
5. Provide child care
6. Develop and facilitate daily curriculum of planned activities
7. Other duties as assigned by supervisor

JOB DUTIES:

1. Serve as administrator of Puddle Jumpers Developmental Learning Center.
 - A. Oversee day to day operations of center
 - B. Manage the scheduling of children in care
 - C. Maintain compliance with state regulations
 - D. Coordinate with collaborating agencies as indicated
 - E. Coordinate with billing and grants management staff to assure timely billing and grant reporting
 - F. Ensure availability of needed supplies
2. Staff supervision
 - A. Recruit, hire, provide and monitor training hours, schedule and supervise child care center staff.
3. Record Maintenance
 - A. Maintain accurate and current records on all children served

- B. Maintains client confidentiality
 - C. Maintain utilization records
4. Prepares program reports
 - A. Provides monthly service statistics
 - B. Provides information for grants
 5. Provide child care
 - A. Supervise and insure safety of children in care
 - B. Organize room and materials before children arrive, and straighten room and materials after children leave
 - C. Make sure that floors and table surfaces are sanitized at the end of each shift.
 - D. Make sure that toys are clean and in safe working order
 - E. Inform Program Director of any needed repair.
 6. Develop and facilitate daily curriculum of planned activities
 - A. Provides activities for children of a varied age range which afford the following needs:
 1. The opportunity to participate in fine and gross motor play
 2. The opportunity for creative expression
 3. In-door large muscle activities on inclement days
 4. Both social interaction and individual play
 - B. Learning of social skills, such as using words rather than fists to problem solve
 - C. Maintains order through appropriate discipline methods
 7. Other duties as assigned by supervisor
 - A. Performs other duties as assigned by supervisor.
 - B. Coordinates with supervisor in development and maintenance of curricula and material for parenting education

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to supervise and lead a team within a child care setting. Ability to work effectively with children and parents, demonstrate patience, creativity and versatility in working with people of varying abilities. Knowledge of child behavior, non-punitive discipline techniques, and respectful communication methods. Ability to remain objective and perform duties under pressure. Ability to deal with unruly children. Ability to communicate with parents concerning their children's behavior, needs, and experience. Sensitivity to diversity of culture and lifestyle. The ability to plan and lead enjoyable activities for children within a wide age range. Must be well organized and able to prioritize workloads and set realistic goals for self and children.

QUALIFICATIONS:

CDA or equivalent. Must pass a background check, have CPR and First Aid certification and participate in a minimum of 20 hours of child care related training annually.

I have read, understand and am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature

Date

Physical Requirements and Potential Hazards

Puddle Jumpers Administrator

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Bloodborne Pathogens Standards. These items can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking					X
Standing					X
Running				X	
Bending or twisting					X
Squatting or kneeling				X	
Reaching above shoulder level				X	
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks	X				
Driving heavy duty vehicles	X				
Using foot controls	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	

Lifting/carrying 26-50 pounds			X		
	NA	NE	O	F	C
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather		X			
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases				X	
Exposure to blood, body fluid, or potentially contaminated materials				X	
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current	X				
Seeing objects at a distance	X				
Seeing objects peripherally					X
Seeing close work (e.g., typed print)	X				
Distinguishing colors		X			
Hearing conversations or sounds					X
Hearing via radio or telephone			X		
Communicating through speech					X
Communicating by writing/reading			X		
Distinguishing odors by smell		X			
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				

Work/travel in boat/small aircraft	X				
	NA	NE	O	F	C
Exposure to aggressive/angry people			X		
Restraining/grappling with people			X		
Other:					
Other:					

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position that have not been addressed above?

I have read and understand the potential hazards and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date