



The School District of Osceola County, Florida

POSITION DESCRIPTION

- TITLE:** Child Care Supervision Instructor
- QUALIFICATIONS:**
1. Florida Certification in Home Economics with specialization in Child Care or Florida Certification in Early Childhood Education.
 2. Minimum of two years preschool work experience.
 3. Teaching experience with training adults and children preferred.
- REPORTS TO:** Director of Osceola Technical College (oTECH)
- POSITION GOAL:** This position is involved in planning, organizing and establishing the Child Care Supervision Program.

PERFORMANCE RESPONSIBILITIES:

1. To schedule and manage the use of the child care education labs and be responsible for maintaining a safe and conducive learning environment.
2. To teach the child care education program.
3. To assist in the preparation of the annual budget and to operate the department in a fiscally sound manner.
4. To serve as secretary of the child care advisory committee.
5. To assist in the recruiting, hiring, orientation, and training of new instructors as needed.
6. To have the ability and willingness to work in cooperation with the administration and other employees and to promote a friendly, professional, caring, and courteous atmosphere in the classroom, the child care labs, and the community at large.
7. To secure the required supplies, materials, equipment, textbooks, etc., for the child care assisting program in accordance with HRS rules and standards and the Department of Education.
8. To develop or acquire competency-based curriculum and prepare appropriate lesson plans.
9. To assist in collecting data for FTE and other accountability purposes.
10. To demonstrate personal growth by participation in professional organizations and attending workshops and other inservice activities on a regular basis.
11. To contact the child care agencies and HRS to survey instruction needed for job preparation and updating skills and CDA certification.
12. To serve as advisor for FHA/HERO, the vocational student organization.
13. To run a full time Day Care Center according to HRS rules and regulations.
14. To perform other duties as assigned by the oTECH Director.

- TERM OF EMPLOYMENT:** Ten (10) months – Teacher Salary Schedule may include up to 39 additional duty days as needed.
Based on enrollment may be required to work split shifts.

- EVALUATION:** Performance in this position will be evaluated by the Director of Osceola Technical College (oTECH).