

1.1.20 DAY CARE SERVICE TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in developing a program of activities for the day care service and ensuring supervision so as to foster, in keeping with the educational project of the school, the overall development of students, while taking into account their interests and needs as well as the rules. The employee sees to the general well-being of students and ensures their health and safety.

The employee also performs technical work related to the operation of the day care service, particularly with regard to the management of financial, human and material resources.

Characteristic functions

The employee works with the school administration on planning and developing the program of activities and evaluating the projects of the service in keeping with the educational project of the school and ensures implementation. He or she sees to the organization of special activities, especially during pedagogical days. He or she may, in addition, carry out some or all of the duties of a day care service educator.

Under the responsibility of the administration, the employee draws up the operating rules of the day care service and the procedures for registration, attendance, welcoming of students and accompanying them until they leave with their parents.

He or she prepares and conducts information meetings intended for parents concerning the organization and operation of the day care service. He or she informs parents and students of the rules established.

He or she monitors and carries out the admission and registration of students.

He or she verifies the students' attendance reports; enters pertinent data using the appropriate software and produces various reports and statistics; enters information provided by the educator concerning students' behaviour.

He or she ensures that the laws, regulations and various measures applicable to a day care service, particularly in matters pertaining to hygiene, safety, prevention, cleanliness of materials and rooms and the storage and distribution of medication.

He or she ensures communication between the day care service and the school administration, parents, school board staff and outside organizations. Within his or her competence, the employee follows up on complaints or forwards them to the department concerned.

He or she assists the school administration in determining budgetary estimates: prepares and analyzes the data required for estimating revenue from enrolment, grants, allowances and other operating expenses.

According to the procedure established, he or she carries out billing, collection and recovery of amounts due. He or she is responsible for cash receipts, various payments, keeps a petty cash and makes deposits. He or she prepares various reports, official statements, financial statements and accounts reconciliation.

He or she monitors the day care service's budget and oversees expenses; he or she fills out various forms and applications for allowances and grants and forwards information on budget balance.

Under the authority of the school administration, the employee participates in determining staffing needs based on the student enrolment forecasts, drawing up work schedules and preparing the staff's vacation schedule.

Under the responsibility of the school administration, the employee works with others in developing and maintaining harmonious relations among the day care service staff members. He or she prepares and conducts coordination meetings of his or her service; distributes certain tasks; with his or her team members, he or she evaluates the services rendered.

He or she keeps a staff attendance record and verifies the record of hours worked. He or she carries out the measures required to replace absent employees while complying with the rules in effect.

He or she participates in the physical and material organization of the day care service. He or she keeps an inventory of materials and equipment. Based on the policy established, he or she orders or purchases material, equipment or services; discusses prices with caterers and submits them to parents.

He or she uses a computer and the necessary software to perform his or her work. He or she updates various appropriate registers; he or she may conduct research on the Internet.

He or she may be required to train less experienced technicians and to coordinate and supervise the work of educators and, if necessary, other support staff members in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Diploma of College Studies in Early Childhood Education or a diploma or an attestation of studies recognized as equivalent by the competent authority.

Other requirements

Hold a certificate dated no more than three (3) years attesting to the successful completion of:

1. a standard first aid course of a minimum eight (8)-hour duration;
2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.