

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

TEEN PARENT HEAD OF NURSERY

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- 165-hour Child Development Associate credential (must be renewed every 5 years)
- 60-hour Director credential in child care management (must be renewed every 5 years)
- 30-hour child care course
- Current first aid and CPR certificate
- Special needs course, literacy training or disability training

Performance Responsibilities:

- Responsible for ensuring that the nursery complies with child care standards covered in sections 402.301-319 of Florida Statutes and county child care codes
- Maintain an orderly child care facility
- Set up a schedule for the child care facility including a plan of activities which indicates quiet play, active play and indoor and outdoor periods based on the developmental stages of the child
- Provide assistance to student parents when they are on duty in the nursery
- Report any unusual behavioral findings on infants or teen parents to the Teen Parent Social Worker
- Maintain confidentiality at all times; any breech will mean immediate dismissal
- Maintain all health records on each child placed in the teen parent child care facility
- Ensure that all infants who are placed in the teen parent nursery have up-to-date health records on file that comply with state statutes and child care standards
- Order all supplies and materials for the child care facility
- Prepare and maintain inventory of all supplies and materials in the child care facility
- Teach students how to improve parenting skills
- Perform other duties as assigned by the principal, the Teen Parent Social Worker and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal, the Teen Parent Social Worker and/or designee

Evaluation:

Annual evaluation done by the principal and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level M

Job Code:

51110

Board Approved: 08/18/98

Revised: 07/26/05, 01/20/09, 05/17/11