

**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 compliance with child care standards covered in sections 402.301-319 of Florida Statutes and Hernando County child care codes including compliance with fire and child care licensing standards.
- Responsible for compliance with all policies and procedures of the Department of Children and Families, including supervision of volunteers.
- Responsible for the reporting of suspected abuse, neglect, endangerment, abandonment as indicated in Chapter 39 of FL Statute; mandated reporting
- Maintain an orderly child care facility
- Create and implement a developmentally appropriate schedule for the child care facility including plan of activities which indicates quiet play, active play and indoor and outdoor activities.
- Serve as mentor to TAPP (Teenage Parenting Program) students to promote healthy parenting skills and strategies. Directly supervise TAPP (Teenage Parenting Program) parents with children under their care in the child care facility during experiential learning activities
- Chapter 39 FL Statute covered on bullet 2
- Maintain confidentiality at all times; any breach will be grounds for immediate dismissal
- Responsible for maintaining accurate and up to date records on each enrolled child registered in the teen parent child care facility in compliance with state statutes and child care standards
- Work with TAPP (Teenage Parenting Program) coordinator to determine equipment and supplies needs
- Manage inventory and provisions of all supplies and materials in the child care facility
- Responsible for checking email, phone messages and other forms of communication daily
- Perform other duties as assigned by the Director of Student Services 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 Director of Student Services, and/or designee

Evaluation:

Annual evaluation done by the Director of Student Services and/or 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, 02/03/22, 06/14/22

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