

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 ~~ensuring that the nursery complies~~ with child care standards covered in sections 402.301-319 of Florida Statutes and Hernando County ~~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. ~~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~~
- 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. ~~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~~ Chapter 39 FL Statute covered on bullet 2
- Maintain confidentiality at all times; any breach will be grounds for ~~mean~~ immediate dismissal
- ~~Maintain all~~ Responsible for maintaining accurate and up to date ~~health~~ records on each enrolled child ~~placed-registered~~ in the teen parent child care facility in compliance with state statutes and child care standards
- ~~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~~
- Work with TAPP (Teenage Parenting Program) coordinator to determine equipment and supplies needs. ~~Order all supplies and materials for the child care facility~~
- ~~Prepare and maintain~~ Manage inventory and provisions of all supplies and materials in the child care facility

- ~~Teach students how to improve parenting skills~~
- [Responsible for checking email, phone messages and other forms of communication daily](#)
- Perform other duties as assigned by the [Director of Student Services](#) ~~principal, the Teen Parenting/Dropout Prevention Coordinator 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~~ [Director of Student Services](#), ~~the Teen Parenting/Dropout Prevention Coordinator Social Worker~~ 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](#)