

## Director, Child Care

### School District Job Description

**Position Title:** Director, Child Care

**Department:** Child Care - Primary/Elementary School

**Reports to:** Director of Facilities and Support Services

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**SUMMARY:** The director of the before and after school child care program works in cooperation with the Director of Facilities and Support Services, and the school principal to provide a safe, loving, and stimulating environment for children Kindergarten through 6<sup>th</sup> grades. The director is responsible for all aspects of the before/after school program as well as a full-day summer program and days when school is not in session.

#### **ESSENTIAL DUTIES:**

- Keep basic accounting records of income and expenses, including weekly billing of families, and other records pertinent to the operation of the program.
- Purchase all supplies, including snacks year round and breakfast items in the summer.
- Plan programs that are developmentally appropriate for children K through 6<sup>th</sup> grade, including field trips and other summer activities.
- Hire and supervise aides and assistant director.
- Ensure cleanliness and appropriate organization of physical facility.
- Assist aides with discipline of children and in communicating with parents when there are consequences for behavior.
- Provide information, reports, and documentation as needed by administration.
- Enroll students in the program, communicate with families on a regular basis, dismiss students in accordance with disciplinary guidelines, and provide for confidential records.
- Perform other duties as assigned by administration.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervise all aspects of the program including children, aides, and assistants.

#### **QUALIFICATION REQUIREMENTS:**

Director must be at least 21 years of age. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualified candidate must be a person with patience, flexibility, good communication and public relations skills, and basic computer knowledge. The candidate must be willing to attend at least 12 hours of annual training.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in related field, or 9 months of work-related experience and AA degree in related field, or 9 months of work-related experiences and 60 college hours.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the director will sit and stand regularly. The director will accompany children on field trips, to the local pool, and various play areas. The director must be able to tolerate periods of time in the heat and cold. Ability to play active games with the children is helpful.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must be certified in CPR and first aid.

**EVALUATION:**

Performance of this position shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:**

Twelve-month employment. Salary to be established by the Board of Education.