

CENTRAL SCHOOL DISTRICT

Job Title: Director of Child Care

Occupational Group: Management

Reports to: Assistant Superintendent of
Student Achievement & Educational Services

Work Year: 12 months

Date of Board Approval: 6/21/2007

Revised Approval: 7/16/2009

DEFINITION

Under the general supervision of the Assistant Superintendent of Student Achievement and Educational Services, plans, directs, supervises and controls a comprehensive extended day child care program on a district-wide basis; sets goals and standards concerning quality of child care; administers the child care budget; ensures program compliance with federal, state, county and district requirements; counsels, trains and evaluates performance of subordinates; serves as a member of the management team; performs other related work as assigned.

QUALIFICATIONS

Education/Certification:

- Required - Four years of successful teaching and/or program administration experience.
- Required - Valid California Drivers License and safe driving record
- Required - CPR certification must be obtained within six (6) months of employment and thereafter kept current

Knowledge and Abilities:

Knowledge of:

Laws, codes, principles, methods, and procedures pertaining to the theory and practice of extended day child care; child growth and development; student behavior management strategies and techniques; budget, recordkeeping and office management practices; appropriate English usage, punctuation, spelling and grammar; supervision and evaluation techniques; employee rights as they relate to due process; principles of effective organization and management.

Ability to:

Manage and direct a complex child care operation with multiple work locations; plan and organize a program for maximum efficiency utilizing sound business practices; develop and uphold procedures to insure compliance with standards of safety rules, regulations and practices; maintain sanitary practices and policies; set up and maintain procedures and practices of purchasing, accounting, and budgeting; monitor and maintain practices of effective personnel management; design an effective public relations strategy for sustaining a self-sufficient program; plan, organize, and direct work schedules; work cooperatively with others; coordinate multiple activities; establish and maintain positive working relationships with students, parents, staff members and administrators.

ESSENTIAL – Essential duties include, but are not limited to, the following:

1. Design, plan, and direct all activities at multiple child care sites.
2. Uphold state laws, policies of the Board of Trustees, contractual agreements and district administrative procedures.

ESSENTIAL DUTIES (continued)

3. Supervise and evaluate the performance of all assigned personnel in accordance with the district's adopted guidelines for evaluation.
4. Implement district principles, policies, goals and objectives relative to the child care program.
5. Respond promptly to parent and/or community concerns and complaints.
6. Schedule the work of child care employees.
7. Promote and provide a nurturing environment for the optimum growth and development of child care students.
8. Monitor the child care budget providing monthly and annual budget status reports.
9. Oversee accounting procedures of all income, expenditures, equipment and supply inventories.
10. Supervise child care enrollment and collection of fees.
11. Maintain an active public relations campaign to promote enrollment and communicate child care activities.
12. Develop, with district staff, a system to integrate educational support program into the child care program.
13. Provide for the orientation of parents to child care policies and procedures.
14. Ensure that child care sites are in compliance with all required health, safety and disaster preparedness regulations.
15. Schedule regular staff meetings and provide appropriate professional growth activities for staff.
16. Represent the district at appropriate local and state meetings concerning the child care program.
17. Communicate orally and in writing to parents, students, and staff.
18. Select and requisition necessary materials, supplies, food, and equipment.
19. Render first aid treatment to injured and ill students.
20. Maintain professional competence through appropriate personal professional growth activities.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier

WORKING CONDITIONS

Classroom and office environment; employee will occasionally perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; position may require heavy lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases and anti-social behavior.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs.

OTHER REQUIREMENTS

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.