

Andrew & Easton Valley Daycare Director

Day Care Director Job Description

We are looking to hire a qualified Day Care Director to manage our day-to-day operations and establish and sustain a positive learning environment for children in our Andrew and Easton Valley sites. You will oversee the coordination of programs that comply with local and federal regulations, ensure that facilities are maintained, manage and support daycare staff, and manage the center's financial affairs. The successful applicant will have strong leadership skills, a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff. Early childhood development experience is a plus.

Responsibilities:

- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate programming in conjunction with onsite, assistant directors in both locations
- Ensure that center facilities are safe for children and comply with laws and regulations.
- Manage and support staff and promote their professional development.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Complete ongoing training and courses to remain up to date on daycare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Manage and oversee the budget and accounts and ensure that the center remains profitable.
- Effectively manage and/or delegate all responsibilities related to child supervision, billing, staffing, scheduling, DHS compliance, and other duties as assigned

Requirements:

- Holds or is able to obtain daycare director certification through the DHS consultant (requirements listed in the attached document)
- Early childhood education experience may be preferred.
- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.

Compensation:

Wage - Full-time, year-round employment compensated at \$20 per hour

Fully paid single health, dental, vision insurance

Earn paid vacation, personal, & sick leave

IPERS - Defined benefit plan available public employees in the state of Iowa

Supplemental Insurance Available to Purchase

TO APPLY: Email an Andrew CSD employment application (found under employment opportunities on the Andrew CSD website) to Superintendent, Chris Fee at chris.fee@andrew.k12.ia.us. Please type "DAYCARE VACANCY" in the subject line. Applications will be accepted until the position is filled. We are seeking to fill the position ASAP.

Iowa Department of Human Services	SECTION: 109.6 Personnel	SUBJECT: Center Director Requirements
Child Care Center Licensing	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Date: 10/1/16
Provider Handbook Regulations	Rule Citation: 441 IAC 109.6(1)	

RULE

Center director requirements. Centers that have multiple sites shall have a center director or on-site supervisor in each center. The center director is responsible for the overall functions of the center, including supervising staff, designing curriculum and administering programs.

The director shall ensure services are provided for the children within the framework of the licensing requirements and the center's statement of purpose and objectives. The center director shall have overall responsibility for carrying out the program and ensuring the safety and protection of the children.

The center shall submit information in writing to the child care consultant before the start of employment. The Department shall make the final determination. The information submitted shall be sufficient to determine that the director meets the following minimum qualifications:

- a. Is at least 21 years of age.
- b. Has obtained a high school diploma or passed a general education development test.
- c. Has completed at least one course in business administration or 12 contact hours in administrative-related training related to personnel, supervision, record keeping, or budgeting or has one year of administrative-related experience.
- d. Has certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid, and Iowa's training for the mandatory reporting of child abuse.
- e. Has achieved a total of 100 points obtained through a combination of education, experience, and child development-related training as outlined in the following chart:
 - (1) In obtaining the total of 100 points, a minimum of two categories must be used, no more than 75 points may be achieved in any one category, and at least 20 points shall be obtained from the experience category.
 - (2) Points obtained in the child development-related training category shall have been taken within the past five years.
 - (3) For directors in centers predominantly serving children with special needs, the directors may substitute a disabilities-related or nursing degree for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, experience in working with children with special needs in an administrative or direct care capacity shall be equivalent to full-time experience in a child care center or preschool in determining point totals.

- (4) For directors in centers serving predominantly school-age children, the directors may substitute a degree in secondary education, physical education, recreation or related fields for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, child-related experience working with school-age children shall be equivalent to full-time experience in a child care center or preschool in determining point totals.

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT- RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full-time (20 hours or more per week) in a child care center or preschool setting	20	One point per contact hour of training
Associate's degree in child development or bachelor's degree in a child-related field	50	Part-time (less than 20 hours per week) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	40	Full-time (20 hours or more per week) child development-related experience	10	
Bachelor's degree or higher in a non-child-related field	40	Part-time (less than 20 hours per week) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	20	Registered child development home provider	10	
		Nonregistered family home provider	5	

RATIONALE AND RECOMMENDATIONS FOR IMPLEMENTATION

Every center **MUST** have a director! The director is responsible for the overall function of the center and is essentially the leader of a small business. The director of a center must have an understanding of good business practices, administration, and child development in order to:

- ◆ Ensure the overall well-being of children
- ◆ Establish healthy, safe, and developmentally appropriate practices
- ◆ Hire and maintain competent, motivated staff and provide for their professional development
- ◆ Set appropriate expectations for staff
- ◆ Maintain clear communication with parents
- ◆ Manage the center and provide for the financial soundness of the center over the long-term

ANDREW COMMUNITY SCHOOL DISTRICT

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer
Pre-Employment Drug Test May Be Required

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

POSITION APPLYING FOR: _____ DATE: _____

PERSONAL INFORMATION

Legal name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security #: _____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

United States Visa status, if applicable: _____

Have you been convicted of a felony? ☐ Yes ☐ No

If yes, please explain circumstances: _____

Are you at least 18 years old? ☐ Yes ☐ No

Certifications/Licenses/Other Skills to consider for this position:

EMPLOYMENT HISTORY *(Most recent first)*

1. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	
Reason for Leaving:			
2. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	
Reason for Leaving:			
3. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	
Reason for Leaving:			

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

SKILLS

Clerical / Office skills		
Computer skills	Name of software:	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: _____

REFERENCES-Please list three references with address and phone number who are not related to you and are not previous employers.

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date