

Position: Before and After School Care Director/Day Care Director**Salary Schedule:** Classified**Responsible to:** Principal

Summary:

Under the direction of the assigned administrator, provide leadership, organization, and coordination for the on-campus childcare services center; plan and coordinate the operations and supervision of the childcare services center; supervise, train and evaluate assigned personnel; provides a safe and healthful environment for children in the program.

Essential Duties:

- Oversee the development and implementation of developmentally appropriate educational objectives and instructional programs, procedures, and services to all children enrolled at the center.
- Ensure all program offerings are in compliance with local, state, and Federal regulations.
- Plan, evaluate, and supervise enrollment activities, teaching, and parent programs in collaboration with faculty and staff.
- Develop proposals and plans for the child care center's instructional facilities and budgetary needs.
- Lead, develop, and coordinate public relations, public information, and marketing activities for the child care center.
- Coordinate fundraising efforts for the child care center.
- Maintain accurate records and documentation of all child care center activities.
- Hire, supervise, direct, and evaluate the teaching and classified staff.
- Structure and maintain a safe and healthy teaching and working environment.
- Implement and practice child care center safety rules.
- Observe health and safety regulations.
- Determine allocations of funds for staff, supplies, materials and equipment, and authorize purchases.
- Train primary and supplemental staff, and recommend personnel actions for programs and services.
- Hire and evaluate primary and supplemental staff, and recommend personnel actions for programs and services.
- Provide students and teachers with assistance in resolving any problems.
- Review and evaluate new and current programs to determine their efficiency, effectiveness, and compliance with state, local, and Federal regulations.
- Lift and carry children and equipment weighing up to 50 pounds.
- Produces monthly parent newsletter
- Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of

- Theories, practices, and current developments in the field of child development.
- Applicable laws, regulations, guidelines, and contracts, such as Education Code; Title XXII Licensing Regulations for Childcare Facilities and Title V Regulations for Child Development Services.
- Accreditation requirements established by the National Association for the Education of Young Children; California laws regarding Mandated Reporting; and Americans with Disabilities Act.
- Computer operation, commonly used software and communication mediums.

Ability to:

- Oversee a group of children in playroom and playground activities.
- Respond to the changing needs of the child care center and the community.
- Provide information regarding the child care center and the children to the parents.

- Supervise and train employees.
- Provide presentations to the public.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Provide for a positive and safe learning environment.
- Implement and practice child care center health and safety rules.
- Operate a computer and use related software including spreadsheets.
- Send and receive emails and research information through the Internet.
- Problem solve.
- Work effectively in demanding environments.
- Use correct spelling, punctuation and grammar.
- Make effective decisions and take independent action.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing, including writing complex proposals, presentations and reports.
- Prioritize and schedule work.
- Work independently with little direction and provide work direction to others.
- Maintain confidentiality of sensitive and privileged information.
- Work collaboratively in a team environment.
- Maintain consistent, punctual and regular attendance.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Employment Standards:

Education

- Child Development, Early Childhood Education or other related field with an emphasis on Elementary age children preferred.
- Baccalaureate Degree or Higher is preferred.

Experience

- One year experience working with elementary students in a school or child care setting is required

Licenses/Certificates

- Valid California Teaching Credential is preferred
- Class C Drivers License is required
- First Aid is required
- CPR is required