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|  | **JOB TITLE** | ASSISTANT DIRECTOR OF CHILDCARE |
| **REPORTS TO** | DIRECTOR OF CHILDCARE |
| **SALARY SCHEDULE/GRADE** | CHILDCARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 4 TO 8 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7326 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Experience as a highly skilled child care teacher with sufficient administrative and leadership credentials, and/or degree or diploma in child care,or CDA Certified. |
| CPR/First Aid Certification. |

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| **POSITION SUMMARY** |
| Assist the Director in planning, implementing, and administering the Child Care Program operations and activities to meet the established requirements of the Nelson County Schools and the Kentucky Daycare Licensure Board.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Assure all guidelines from the State of Kentucky Cabinet for Human Resources are reviewed and met. Maintain full awareness of changes that often happen by state regulations that require the children are kept in a welcoming, safe, and loving environment.  |
| Conducts regular performance evaluations and feedback on lead providers and providers.  |
| Establish all facility plans, policies, and regulations, and communities these to staff, parents, children, and community.  |
| Supervise all staff conduct in care is a professional policies.  |
| Schedule daily activities and assures that additional staff is available as needed to maintain staff:child ratios. |
| Provide for the safety and comfort of staff and children in the program. |
| Perform various record-keeping functions to maintain the operations of the program. Which includes maintaining child care payments, accounts, weekly deposits, overdue balances, attendance (both paper and electronic), subsidy attendance, state required emergency drills, employee files, staff training hours, student files, student immunizations, KY All STARS binder, Division of Child Care State binder, and Creative Curriculum lesson plans all current.  |
| Conduct regular staff meetings to communicate the policies of the program with monthly newsletters.  |
| Maintain the highest standard of professional behavior at all times in the program.  |
| Maintain current First Aid and CPR training.  |
| Maintain current Safe Crisis Management training. Observe closely for behavior and discipline problems to come up with a solution to avoid 3 days suspension from the center |
| Obtain necessary hours of ongoing professional development training. Assistant director is required to have 15 hours. Director is required to have 25 hours.  |
| Perform all duties specified under 922 KAR 2:110 |
| Demonstrate effective consensus-building and negotiation skills.  |
| Maintain a level of dress that is conducive to physical interactions with children, but that is also professional in appearance.  |
| Maintain high expectations for self, student, and staff performance.  |
| Promote and support all areas of academics the enrichment learning activities, Creative Curriculum, and lesson plans through Google’s Team Drive. |
| Accept responsibility for the operations of the program.  |
| Perform related duties as assigned.  |
| Demonstrate regular attendance and punctuality.  |
| Demonstrate interpersonal skills using tact, patience, and courtesy.  |
| Utilize good communication skills, both verbal and written.  |
| Establish and maintains cooperative and effective working relationships with others.  |
| Work confidently with discretion. Adhere to the appropriate code of ethics.  |
| Perform other duties consistent with the position assigned as may be requested by the Director of Pupil Personnel or the Superintendent.  |

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| **KNOWLEDGE AND ABILITIES** |
| Child guidance principles and practices. |
| Knowledge of theories of parent-child relationships. |
| Budget preparation and control. |
| Application of First Aid |
| Knowledge of childcare regulations, statutes, and policies |
| Communicate effectively both verbally and in writing. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking Requires the ability to communicate effectively using speech, vision and hearing Requires the use of hands for simple grasping and fine manipulations Requires bending, squatting, crawling, climbing, reaching Requires the ability to lift, carry, push or pull weight up to 50 lbs.Sitting on floor and small student chairs. |