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|  | **JOB TITLE** | DIRECTOR OF CHILDCARE |
| **REPORTS TO** | PRESCHOOL PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL V |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7324 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| High School Diploma or G.E.D. General Equivalency Diploma.Be 21 years of age.Meet one of the following educational requirements:Master’s degree in Early Childhood Education and Development;  * 1. Bachelor’s degree in Early Childhood Education and Development;   2. Master’s degree or a Bachelor’s degree in a field other than Early Childhood Education and Development, including a degree in pastoral care and counseling, plus 12 clock hours of child development training;   3. Associate degree in Early Childhood Education and Development;   4. Associate degree in a field other than Early Childhood Education and Development, plus 12 clock hours of child development training and 2 years of verifiable full-time paid experience working directly with children in:  1. A school based program following Department of Education guidelines; 2. An early childhood development program (i.e. Head Start); or 3. A licensed or certified child care program;    1. Child development associate plus 1 year of verifiable paid experience working directly with children in: 4. A school based program following Department of Education guidelines; 5. An early childhood development program (i.e. Head Start); or 6. A licensed or certified child care program;    1. Diploma in Child Development Services for Kentucky Tech as a preschool teacher or director; or    2. Three years of verifiable full-time paid experience working directly with children in: 7. A school based program following Department of Education guidelines; 8. An early childhood development program (i.e. Head Start); or 9. A licensed or certified child care program; 10. Provide a copy of a negative tuberculin skin test prior to employment and every two years thereafter; 11. Have no history of a criminal conviction as defined in KRS 17.165(5); 12. Have no substantiated abuse or neglect reports by the Cabinet for Families and Children, pursuant to KRS 199.896 (19); 13. Obtain Class B Commercial Driver’s License (CDL) within three months of employment. |

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| **POSITION SUMMARY** |
| Plan, implement, and administer the Child Care Program operations and activities to meet the established requirements of the Nelson County Schools and the Kentucky Daycare Licensure Board. Collaborate with building administrators to establish quality educational experiences. |

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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. |
| Conduct regular performance evaluations and feedback on every employee. |
| Consult with Superintendent regarding hiring, dismissal and disciplinary issues of staff according to the policies of the Nelson County Board of Education |
| Establish all facility plans, policies and regulations, and communicate these to staff, parents, children and the community. |
| Supervise all staff conduct and carry out personnel policies. |
| Schedule daily activities and assure 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. |
| Conduct and document all state required emergency drills. |
| Conduct regular staff meetings to communicate the policies of the program. |
| Maintain the highest standard of professional behavior at all times in the program. |
| Maintain current First Aid and CPR training. |
| Obtain 6 clock hours of orientation within the first 3 months of employment, 6 clock hours of child development training within the first year of employment and 12 clocks hours of relevant training during each subsequent year of employment. |
| Hire, train, and evaluate program employees. |
| Preparing newsletters and correspondence for programs. |
| Monitor all income and expenses to ensure financial stability of programs. |
| All duties specified under 922 KAR 2:110. |
| Purchase, inventory, store, and maintain supplies and equipment for the program. |
| Analyze situations accurately and adopt an effective course of action. |
| Communicate and maintain effective relationships with students, parents, staff and the community. |
| Work cooperatively with others. |
| Monitor, observe and report student behavior according to approved policies and procedures. |
| Operate instructional and office equipment including but not limited to computer technology. |
| Perform routine clerical duties in support of classroom activities. |
| Apply and explain policies and procedures related to school and program activities. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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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 light weight . |