

Request to Place an Item on the AgendaName: Kim JusticeAddress: 205 Airport Road Elkton, Ky 42220Telephone number: 270 265 2436

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☒ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: Approve creation of one child care Director position, child care lead teacher position(s), and child care assistant teacher position(s) to maintain state required staff to child ratios for TC Tots Child Care Center. Positions will be funded

Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

through tuition based payments.

Review/Revised: 3/13/06

TITLE: Child Care Director

QUALIFICATIONS: Associate Degree, CDA, Director's Credential or minimum three years relevant work experience required. Preferred: 5 + years in an Early Childhood Setting

REPORTS TO: Director of Exceptional Children

JOB SUMMARY: The center director should be familiar with and implement the Kentucky Child Care Regulations, ensuring compliance. The director is responsible for ensuring the health, safety, and comfort for all children. Key responsibilities include developing and implementing program policies and assuring each child is protected from abuse and neglect.

The Child Care Director will:

- Maintain staff-to-child ratios in all classrooms.
- Interview/hire staff and manage staff according to each individual job description.
- Maintain program budget including collecting payments/fees.
- Maintain all records for five years.
- Manage, conduct, and document staff meetings.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing all office activities.
- Supervise all daily and weekly tasks including reviewing staff and children's schedules, observing classroom management, and overseeing curriculum implementation.
- Provide support for daily and weekly activities including approving time off requests, leading recruitment efforts and managing program calendars.
- Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
- Plan and implement family engagement activities.
- Oversee supply and food ordering to ensure compliance with state licensing regulations.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance to state licensing regulations (including required emergency plans and drills.)
- Any other duties assigned.

TITLE: Child Care Lead Teacher

QUALIFICATIONS: CDA or higher education or 5 + years in an early childhood setting.
Required: Experience in a child care setting, Ability to develop lesson plans that meet educational standards, Familiarity with classroom management skills

REPORTS TO: Child Care Director

The Lead Teacher will:

- Prepare lessons that meet educational requirements in an age-appropriate manner, and teach in a manner that meets the needs for the ages and abilities of all participating students.
- Manage a busy classroom environment, and provide the structure and discipline required for successful learning for everyone in the classroom.
- Help children meet educational milestones through personalized instruction and other supplementary assistance.
- Collaborate with other teachers, instructors, and staff members to create an optimal learning and care environment.
- Provide helpful feedback to parents and guardians on a regular or as-needed basis.
- Work with diverse populations of children and adults from a wide variety of cultural, linguistic, and religious backgrounds.
- Prepare lesson plans for students according to the age, developmental maturity, and needs of the children being taught, while including fundamental vocabulary, simple shapes, basic colors, letters, and numbers into the curriculum.
- Address basic interpersonal skills, such as sharing, taking turns, and asking permission in the classroom.
- Other duties as assigned

TITLE: Child Care Assistant Teacher

QUALIFICATIONS: Proof of high school diploma/GED/Commonwealth Child Care Credential (CCCC), Complete the National Background Check Program for Kentucky and any out of state background checks, Provide a TB skin test or health professional statement.

REPORTS TO: Lead Teacher

JOB SUMMARY: The position of an assistant teacher is an important role in the early childhood environment as teaching is a team effort. The assistant teacher will work alongside the lead teacher to implement a variety of daily activities which include observing, supervising and educating children, organizational duties, and optimizing the learning and play environment while also meeting the child care health and safety standards.

The Assistant Teacher will:

- Assist the lead teacher with curriculum development (lesson plan) that is age appropriate for the children in the classroom
- Assist the lead teacher in implementing activities on the lesson plan and following the daily schedule
- Assist the lead teacher in observing and assessing children's behavior and progress
- Assist and engage with the children throughout the day
- Follow and implement health, safety and sanitation procedures throughout the day
- Maintain regulatory compliance

Job Responsibilities to maintain employment: Complete 15 hours of professional development annually and implement what you have learned back into the classroom, Update TB skin test every two years, Complete a professional development plan with the director annually, Complete a staff evaluation with the director annually, Complete CPR/First Aid Training every two years (if required by director), Complete the 1.5 hour Pediatric Abusive Head Trauma Training in the first year of hire, Complete 6 hours of Orientation in the first 90 days of hire, Follow and implement all center policies and procedures on a daily basis.