

## Childcare Program Coordinator

**Job Goal:** The Daycare Program Coordinator provides operational support and oversight across all ten Oldham County Schools daycare centers. This position works closely with daycare directors to ensure regulatory compliance, high-quality programming, sound financial management, and continuous improvement of services for students and families.

**Job Type:** Classified

**Job Class Code:** 7324

**Position Type:** Hourly

**Reports to:** Elementary Level Director

**Terms of Employment:** Compensation will be determined based on 260 contract days on the board approved 109 salary schedule. This position requires a 19.5 hour work week.

### Minimum Qualifications:

1. High school diploma or equivalent required; directors credential or associate's or bachelor's degree in early childhood education, business administration, or a related field preferred.
2. Minimum of 5 years experience in childcare operations, daycare administration, or a related field.
3. Knowledge of state daycare licensing regulations and compliance standards.
4. Proficiency with Procure or similar childcare management software preferred.
5. Strong organizational, communication, and interpersonal skills.
6. Ability to travel between district daycare locations on a daily basis.
7. Valid driver's license and reliable transportation.

### Performance Responsibilities:

#### Regulatory Compliance and Quality Assurance

1. Conduct regular scheduled site visits to each of the ten daycare centers to monitor compliance with all applicable state and local daycare licensing regulations.
2. Support director with the required documentation, including staff credentials, health and safety records, child-to-staff ratios, and facility standards.
3. Assist with regulatory agencies during set ups, inspections and audits.
4. Develop and update compliance checklists and internal monitoring tools to ensure consistent standards across all centers.

#### Program Quality and Director Support

1. Build strong, supportive relationships with each daycare director through frequent check-ins, site visits, and ongoing communication.
2. Identify center-level strengths and areas for growth; provide coaching, resources, and follow-up to support continuous improvement.
3. Assist directors with problem-solving related to staffing, enrollment, parent concerns, and day-to-day operations.

4. Promote consistent practices and expectations across all centers while respecting each site's unique needs.

### **Financial Oversight**

1. Monitor the financial performance of each center with a focus on revenue, expenses, and profitability.
2. Support financial processes within Procure, including billing accuracy, tuition collection, and reporting.
3. Review financial reports regularly and collaborate with directors and district leadership to address budget concerns and identify opportunities for increased efficiency.
4. Support enrollment management to ensure centers are operating at or near capacity.

### **Professional Learning**

1. Plan, coordinate, and facilitate professional learning opportunities for daycare staff across all centers.
2. Assess training needs through observations, director feedback, and compliance requirements.
3. Stay current on best practices in early childhood education, childcare regulations, and program management to inform professional development planning.
4. Maintain records of staff training and ensure all required professional development hours are completed.

### **Other Duties**

1. Attend district-level meetings as needed and represent the daycare program in cross-departmental discussions.
2. Perform other duties as assigned by the elementary level director