

JOB DESCRIPTION
DIRECTOR OF CHILD CARE
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: District Administrator or his/her designee

SUPERVISES: Pittsville Child Care Center Staff

QUALIFICATIONS:

1. At least 21 years of age;
2. At least two years of experience as a center director OR one year of experience as a center director and one year experience as a child care teacher in a licensed child care center or other approved setting;
3. Associates Degree in early childhood education or child care from an institution of higher education OR a Bachelor Degree in Early Childhood education from an institution of higher education OR licensed from Wisconsin Department of Public Instruction to act as a kindergarten, prekindergarten or early childhood (regular or special education) teacher;
4. A Certificate from The Registry (YoungStar) indicating a Registry Level 14 or above or able to obtain prior to the opening of the CCC

GOALS:

1. Oversee the District child care program.
2. Work with the District Business Office on implementing and integrating other programs, to include, but not limited to: National School Lunch/After School Snack Programs; YoungStar; Head Start; Wisconsin Shares; Birth to 3 County Program.
3. Ensure the development and safety of these children in accordance with all federal, state, local, legislation, District policies and procedures.
4. Ensure that the staff is respectful of children and parents, and that the equipment and facilities are clean, safe, and well maintained.
5. Monitor and record all of the required recordkeeping items: numbers of children participating in the program, health records, staff records, training records, and any other information as required to be in compliance with all rules and regulations.
6. Keep current, accurate and confidential staff, client, and program files.
7. Assist with managing the CCC budget.
8. Manage all aspects of staff hiring, training, reporting, and any other required staff items as they arise.

DUTIES AND RESPONSIBILITIES:

1. Students/Clients
 - a. Develop and implement age appropriate programming to meet the physical, emotional, intellectual, culturally, and social needs of the children in the program
 - b. Ensure nutritious snacks and lunches
 - c. Provide opportunities for sleep/rest times
 - d. Provide adequate equipment and activities
 - f. Ensure equipment and the facility are clean, well maintained and safe at all times
 - g. Provide weekly and monthly schedules of activities
 - h. Develop activities that introduce math and literacy concepts
 - i. Establish routines, provide positive guidance and a safe/secure environment
 - j. Implement positive discipline when required

- k. Meet with parents to discuss child's progress
 - l. Develop after school care programs (i.e. homework club) for school age children
 - m. Any other duties as required
2. Staff
- a. Recruit and assist in hiring child care staff
 - b. Prepare staff work schedules
 - c. Supervise, coach, and encourage staff
 - d. Evaluate staff performance; take corrective action when needed
 - e. Assess training needs
 - f. Provide opportunities for training and development
 - g. Any other duties as required
3. Administrative
- a. Establish policies and procedures, including acceptable disciplinary policies and emergency procedures (for staff and children)
 - b. Assist in preparation all applicable manuals and forms for staff and students/clients
 - c. Supervise children in the CCC
 - d. Ensure children are supervised at all times
 - e. Clearly and effectively communicate with children, parents and staff
 - f. Process all CCC schedules (staff and children), invoices, payments, collections (as needed), and various required forms
 - g. Handle tours and marketing
 - h. Assist with CCC budgets and requisitions ix. Any other duties as required
4. CCC Director's Work Schedule
- a. CCC will be open from 7:00am to 5:30pm, year round. Required to work when CCC is open, with a maximum of 40 hours per week.

EVALUATION: Performance will be evaluated by the District Administrator.

Approved by the Board of Education May 8, 2023.