

## DC: After School Day Care Director

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| <b><u>Reports to:</u></b>             | <b>Principal</b>                          |
| <b><u>Supervises:</u></b>             | <b>None</b>                               |
| <b><u>Term of Employment:</u></b>     | <b>10 months</b>                          |
| <b><u>Salary:</u></b>                 | <b>Day Care Assistant II/ASCD II - 55</b> |
| <b><u>FLSA Exempt/Non-Exempt:</u></b> | <b>Non-Exempt</b>                         |

- Qualifications:**
- **High School Diploma or equivalent plus Community College Early Childhood Credentials**
  - **Must meet state requirements in CPR, AED, Playground, First Aid and Childhood Connects**

### **Essential Job Functions:**

- Manages the curriculum
- Oversees the physical facilities and reports any conditions that are in need of maintenance
- With the cooperation of the principal, hires staff and manages all current staff members
- Works with day care workers to develop an appropriate curriculum and ensure that it complies with the NC childcare guidelines
- Ensures that all physical facilities comply with local and state laws and are safe and appropriate environments for children
- Has knowledge of local, state, and federal laws regarding safety requirements and inspection and certification procedures; ensures that the center complies with all these requirements
- Manages and creates the weekly schedule for all staff
- Works in conjunction with the principal in the event of disciplinary action against an employee
- Ensures that all staff maintains and meets the credentialing requirements for their job
- Ensures that the director also maintains and keeps own credentials current and up to date
- Serves as the “face” of the day care center
- Meets with parents and answers questions
- Develops policies for the day care and publishes these policies to staff and parents
- Collects payments from families on a weekly and/or monthly basis and provides receipts to families after payment is received
- Sends notifications to families who become delinquent on their payments
- Maintains a receipt book and records of payments
- Ensures staff is staying within their allotted working hours (not beyond 30 hours/week for part-time employees and 40 hours/week for full-time employees)
- Prepares materials and equipment for instructional activities
- Supervises and leads activities of large and small groups of children
- Follows appropriate training while leading whole and small group activities
- Assists with any technology equipment needs
- Maintains a clean and orderly environment for the students; ensures that the staff are following through on the daily and weekly cleaning schedule as assigned
- Maintains the materials and equipment of the center; works with the principal and bookkeeper to order new materials as needed
- Ensures the enforcement of classroom rules in a positive manner

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- Follows attendance guidelines, maintains punctuality and follows Moore County School's dress code
- Demonstrates initiative in the performance of assigned duties
- Responds to inquiries and concerns in a timely manner
- Demonstrates support for the school system's vision and mission
- Performs other related duties as assigned by the principal

### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools. Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment