

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE – SCHOOL AGE CHILD CARE DIRECTOR**

QUALIFICATIONS (MANDATED BY PA DEPARTMENT OF PUBLIC WELFARE)

Possession of a Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and one year of experience with children OR

Possession of a Bachelor's degree from a an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and two years experience with children OR

Possession of an Associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and three years of experience with children OR

Possession of an Associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and four years of experience with children.

SKILL PREPARATION

Proficiency in computer operation and competence with related software.

Ability to interact professionally with employees and the public.

Ability to act and work independently, displaying decision-making skills as required.

DUTIES AND RESPONSIBILITIES

Be directly responsible to the Elementary Coordinator for the overall management of the School Age Child Care (SACC) program and completion of all assigned duties. Be indirectly responsible to Elementary Principals for issues related to individual elementary students, staff, and buildings.

Be responsible for the general management of the SACC program for the School District.

Carry out the mission and philosophy of the School District's SACC program.

Develop an annual budget for SACC, and establish tuition rates that ensure all budget expenses are covered by the parents using the SACC services.

Be responsible for the collection and maintenance of all tuition monies and expenses.

Monitor staffing needs, conduct interviews, and recommend personnel for employment to the Elementary Coordinator.

Administer the School District's SACC program's objectives and activities through close communication with appropriate School District personnel.

Serve as the liaison between the School District and staff personnel.

Conduct regular meetings with the Site Group Supervisors and Assistant Director to coordinate plans for daily activities and special events.

Oversee the scheduling of all staff members.

Work with classroom teachers, school nurse, and transportation coordinator to coordinate individual student's SACC needs.

Plan and conduct regular staff meetings and workshops.

Ensure that all paperwork and facility details needed for annual inspection are completed prior to the inspection.

Be responsible for all parent communications.

Be responsible for the student application process and working with parents in completing all necessary paperwork prior to admission.

Coordinate and communicate SACC events and calendar with respective building calendars.

Conduct regular evaluations of SACC personnel (a minimum of one evaluation every 12 months for each employee).

Interface with local social service agencies, L-S School District departments, and the Department of Public Welfare licenser.

Work a minimum of 30 hours per week (as per Department of Public Welfare regulations).

Discharge all other assignments as directed by the Elementary Coordinator.

#### EVALUATION

Evaluation will be conducted annually by the Elementary Coordinator in the areas of skill preparation, job performance, and interpersonal skills.