

NAME:

TITLE Lewis Central Lucky Children Child Care Center Director

QUALIFICATIONS:

1. Certificate, license, or other legal credential required
2. Degree required and area of major study
3. Kind and amount of prior job experience required
4. Such alternatives to the above qualifications as the Board may find appropriate

REPORTS TO: Administrator as designated by the Superintendent; Lakeview Principal

JOB GOAL: To manage the operation of the Lewis Central School District LCLC Child Care Center

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PERFORMANCE RESPONSIBILITIES:

<i><u>Meets Expectations</u></i>	<i><u>Needs Emphasis</u></i>	
_____	_____	1. Plans a program that, as much as possible, meets the needs, interest, and abilities of students.
_____	_____	2. Creates a climate that is conducive to learning and appropriate to the maturity and interests of students.
_____	_____	3. Maintains effective communications with the principal, staff, students and parents. Meets with the Parent Advisory Committee on a regular basis at least once per quarter.
_____	_____	4. Works with designated committees of teachers, principals, and in specific programs or projects
_____	_____	5. Obtains information, data, and application forms necessary to fulfill the requirements of enrollment.
_____	_____	6. Studies all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of LCLC.
_____	_____	7. Compiles and maintains written records and reports on results of all statistical data, and disseminates this information, as appropriate.
_____	_____	8. Maintains such personnel records as shall be required.

Meets
Expectations

Needs
Emphasis

- | | | |
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| _____ | _____ | 9. Maintains records and prepares payroll information. |
| _____ | _____ | 10. Trains, supervises, and evaluates assigned staff in the program. |
| _____ | _____ | 11. Pursue continuous professional growth |
| _____ | _____ | 12. Visits, on a regular basis, the physical site within the school district at which such LCLC programs are conducted during hours when the program is in operation. |
| _____ | _____ | 13. Presents to various groups, school boards, parents or other agencies. |
| _____ | _____ | 14. Coordinates the activities of the program with other agencies such as the Department of Human Services, Resource and Referral, National Association for the Education of Young Children, South West Iowa Association for the Education of Young Children. |
| _____ | _____ | 15. To assume such other duties and responsibilities as may be assigned by the administrator. |
| _____ | _____ | 16. Performs other duties as assigned. |
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |
| _____ | _____ | Relationship with Other Personnel |
| _____ | _____ | Relationship with Students/Public |
| _____ | _____ | Quality of Work |
| _____ | _____ | Cooperation |
| _____ | _____ | Work Habits (Neatness, Speed, Etc.) |
| _____ | _____ | School Ethics (Confidentiality, Loyalty) |
| _____ | _____ | Other_____ |
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EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____