

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Child Care Program Director

QUALIFICATIONS:

1. Eligible for employment under standards prescribed by the Iowa Department of Human Services.
2. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Child Care Advisory Board and Building Principal

JOB GOAL: To provide a well-organized, smoothly functioning child care center in which the community can take full advantage of the services offered.

PERFORMANCE RESPONSIBILITIES:

1. Completes necessary paperwork such as yearly license, annual state reports and monthly district reports
2. Carries out state and local regulations in areas of health, safety and licensing
3. Develops policies and procedures and a parent handbook, which includes information required in Department of Human Services licensing standards
4. Recruits, hires, supervises and evaluates child care staff
5. Keeps up to date records
6. Prepares and implements budget and financial reports
7. Purchases equipment and supplies, and arranged for the maintenance and repairs of equipment
8. Collects and deposits fees and tuition
9. Conducts staff orientation and meetings
10. Plans and implements staff development programs.
11. Develops and implements an advertising and public relations program as needed
12. Develops and coordinates the food program
13. Coordinates quarterly Child Care Advisory Board meetings
14. Keeps on going communications with elementary school staff, child care staff, and parents
15. Performs all other tasks as assigned by the Child Care Board or D.H.S.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/18/03

(This job description contains only measurable performance responsibilities)

3/13/03

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3/13/03

Page 2 – Child Care Program Director

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