

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: On-Site Director of Child Care Center

QUALIFICATIONS:

- 1. Eligible for employment under standards prescribed by the Iowa Department of Human Services.
- 2. High school diploma or GED.
- 3. Child care experience is preferred.
- 4. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Child Care Program Director and Building Principal

JOB GOAL: To help staff in providing a safe, healthy, developmentally appropriate environment that meets the needs of all the children.

PERFORMANCE RESPONSIBILITIES:

- 1. Completes necessary paperwork to complete yearly licensing.
- 2. Carries out state and local regulations in areas of health, safety and licensing.
- 3. Supervises, evaluates and assists in hiring of child care staff.
- 4. Keeps up to date records.
- 5. Purchases and maintains supplies.
- 6. Keeps accurate petty cash records.
- 7. Collects and deposits payments received from clients.
- 8. Keeps ongoing communications with elementary school, child care staff and parents.
- 9. Purchases and maintains food supplies.
- 10. Shows center to prospective clients and discusses fees, policies and enrollment requirements.
- 11. Enrolls new children and reviews enrollment records.
- 12. Keeps an up to date waiting list.
- 13. Oversees the development & implementation of daily programming.
- 14. Performs all other tasks as assigned by the Program Director.

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)

3/13/03

