

## Classified Personnel Job Description

**POSITION TITLE:** Child Care Director

**QUALIFICATIONS:** *Shall* possess a high school diploma or GED.  
*Shall* have knowledge of child care licensing requirements.  
*Shall* have CPR/First Aid Training.  
*Shall* have a minimum of three years of experience working directly with children in:  
    a. a school-based program following department of education guidelines  
    b. an early childhood development program, such as Head Start; or  
    c. a licensed or certified child day care program.  
*Shall* meet guidelines as set forth by the regulation of the state of Kentucky for Child Care.

**PHYSICAL REQUIREMENTS:**

*Shall* have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

**RESPONSIBLE TO:** Director of Student Services

**GENERAL DUTIES:** *Shall* react positively to directives.  
*Shall* carry out assignments in a timely manner without undue checking.  
*Shall* adhere to time schedules as set forth.  
*Shall* have a willingness to cooperate with the families, staff, and administration.  
*Shall* adhere to School Board of Education Policies and Procedures.

**SPECIFIC DUTIES:** *Shall* plan and supervise the implementation of the program.  
*Shall* observe and interact with children participating in the program.  
*Shall* organize all aspects of fiscal management of the program.  
*Shall* keep sufficient records regarding regulations on enrollment.  
*Shall* make any necessary reports as specified in the regulations.  
*Shall* ensure staff qualifications such as on-going training, criminal record checks, and TB skin tests.  
*Shall* schedule employees to ensure to meet ratio of staff to child.  
*Shall* make application regarding licensure and ensuring program qualifications regarding licensure.  
*Shall* perform other duties consistent with the position as assigned by the supervisor.

**DAYS OF EMPLOYMENT:** 240 days/ \$6,200.00 Stipend

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule.

Adopted: 7/27/20