



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

CHILD CARE DIRECTOR

LOCATION:

To be determined-dependent upon enrollment

POSITION SUMMARY:

The child care director will oversee the child care program at an elementary school. The director will work with the child care staff to ensure that a quality early learning experience will be provided for the children of this center. The director will manage all administrative aspects of the child care program in connection with the central office administration.

REPORTS TO:

Child Care Coordinator, Early Childhood Supervisor, and Principal

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Be at least 21 years old
2. Hold a high school diploma, a certificate of high school equivalence, or have successfully completed at least two courses for credit from an accredited college or university
3. Possess director's certification from Office of Child Care (OCC) with the specified number of hours of experience and training required through OCC; and provide a copy of the personnel qualification evaluation from OCC
4. Have successfully completed nine (9) clock-hours of approved preservice training in communicating with staff, parents, and the public, or at least one academic college course for credit, or their equivalent, of approved administrative training; three (3) semester hours or their equivalent of approved administrative training, unless approved as a school-age center director in a center authorized to serve only school-age children
5. Have successfully completed six (6) semester hours or 90 clock-hours, or their equivalent, of approved preservice training or hold the Child Development Associate National Credential that is issued by the Council for Professional Recognition.
6. Have three (3) clock-hours of approved training in complying with the Americans with Disabilities Act. (Effective January 1, 2016)
7. 800 hours of experience working under supervision primarily with school-age children in a licensed child care center, public or private school or similar setting or 2 years of registered family child care experience caring for school-age children

8. An individual is considered qualified as a director of a school-age center if the individual is certified for kindergarten, nursery school through third grade, or grades 1 through 8 by the Maryland State Department of Education (MSDE) or by the state board of any other state

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Strong leadership and interpersonal skills
2. Ability to work with data and budgets
3. Able to write clearly and concisely
4. Such alternative to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable
5. Demonstrated success in accomplishing tasks akin to those responsibilities listed below

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Supervises the children enrolled in the child care program with Calvert County Public Schools
2. Conducts program activities within safety standards and policies of the program
3. Compiles with all State and Federal regulations
4. Completes required documentation for program's license renewal with the Office of Child Care
5. Communicates with parents and staff as needed
6. Plans, develops, organizes, and maintains programs and systems for staff, parents and students to ensure quality child care
7. Inventories and supplies requests for program
8. Performs all work in accordance with the Office of Child Care
9. Completes, within six (6) months after date of hire, a regulation training as required by COMAR that is conducted by the office, if hired on or after January 1, 2009
10. Provide evidence during each year of employment (after 1991) of completing 12 clock-hours of approved continued training
11. Assures that all contacts with parents, staff, and students will be conducted in a courteous manner and demonstrating concern for the needs of all participants
12. Guards and protects all information of a confidential manner
13. Thinks, concentrates, and interacts positively with others
14. Comes to work regularly and promptly
15. Works under stress and meets all deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)

Performs related work as required or assigned by the Child Care Coordinator, early childhood supervisor, and/or principal.

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking and is performed in a typical school environment. Work requires occasional light physical effort.

UNUSUAL DEMANDS:

Compliance with state and federal regulations; may be subject to flexible work schedule

TERMS OF EMPLOYMENT:

Ten (10) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees (Scale 5). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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