



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Child Development Center Director

SCHOOL / DEPT: Academics / Early Learning Center

EVALUATOR: Preschool and Elementary Curriculum Director

SALARY SCHEDULE: Child Development Center Director

APPROVED BY: Boyle County Board of Education **DATE:** April 2023

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,500 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Child Development Center Director will manage a safe, healthy, nurturing and engaging early learning environment that effectively supports the diverse needs of children and families in our community.

JOB QUALIFICATIONS

This position requires any combination equivalent to the requirements for a Child Care Director detailed in 922 KAR 2:090:

- At least 21 years of age.
- Bachelor's degree required.
- Experience in the area(s) of early childhood education, child care or related field preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Assure the development, implementation, and monitoring of child care center plans, policies, and procedures.
- Manage and supervise assigned employees, ensuring proper conduct and daily implementation of program policies and procedures.
- Post a schedule of daily activities, including dates and times of activities to be conducted with the children in each classroom.
- Conduct, manage, and document in writing recurring staff meetings.
- Assess each staff person's interaction with children in care and classroom performance through an annual written performance evaluation.
- Coordinate at least one (1) annual activity involving parental or family participation.
- Strive to promote positive parent and child interactions and activities while maintaining positive rapport with children and families.
- Communicate and maintain effective relationships with children, parents, and staff, both orally and in writing.
- Assist in maintaining a clean, neat, orderly childcare center.
- Operate childcare center equipment, technological devices and related software programs.
- Maintain student records as specified while maintaining confidentiality.

- Ensure those working with children have cleared the proper background checks and have completed required training.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfilling contractual obligation of the position.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Instructional Monitor I and II, Student Workers and children ages birth to five years old.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.