

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Director of Childcare Services
Date Prepared: November 1, 2018, Reviewed December 2020
Work Year: 12 Months
Department: Finance
Reports to: Chief Financial Officer

SUMMARY: Direct all aspects of School District 27J's Before/After, Full Day Monday, Holiday Breaks, and Summer Childcare Programs. Duties include monitoring financial operations, student enrollment and attendance, Overseeing the implementation age-appropriate and educational activities for students, evaluating child care administrative staff and assisting with the evaluation of additional Child Care staff, setting and maintaining child care program standards, and developing strong partnerships with the District, the State of Colorado Department of Child Care, community members, and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but may not be limited to the following.

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| D | 20% | Sets and maintains Child Care Program standards. Monitors Child Care Programs at all locations to ensure that the site managers and staff conform to federal, state, and local rules, regulations, and licensing requirements. Conducts and monitors program assessment. Acts as a liaison between Division of Child Care, and State social service agencies, and District. |
| M | 25% | Responsible for staffing functions including approval of requests for overtime and monthly timesheets for all Before/After, Breaks and Summer Childcare staff. Reviews and approves time entered into the Districts' time management system for all Child Care staff. Reviews and approves purchases of consumables and equipment. Approves monthly purchasing card allocations to assign account codes, based on Colorado Department of Education's Chart of Accounts, to all purchasing card purchases. |
| D | 14% | Directs the process of designing and implementing age-appropriate activities for students including coordinating enrichment activities, games, homework, and community events. Oversees the implementation of curriculum to be utilized in the program and the adaptation of programs to special needs population as needed. |
| W | 7% | Provides community outreach and engages in business development to improve and grow the programs. Corresponds through written and oral communication with the schools and community. May be required to attend community, school, and/or District functions. Creates correspondence to families, including newsletters and frequent email updates. Creates and updates marketing materials for use by the programs in obtaining new customers |
| D | 5% | Responsible for recruiting, hiring, training, scheduling, staff development, termination, and evaluations of assistant Child Care Coordinators and Child Care Records Specialist. Supports assistant coordinators and managers in their supervisory and evaluation responsibilities of site staff. |
| M | 5% | Responsible for the integrity of school-based collections and enrollment records. Oversees the training and monitoring of site managers on proper financial practices including purchasing card policy. Approves monthly billing statements to clients. |
| W | 20% | Coordinates the communication of program updates and gathers feedback to trouble shoot issues that may arise. Analyzes feedback and data to provide solution based outcomes. Ensures that training sessions are provided to for requirements set forth by State of Colorado Department of Child Care. Create and revise printed/online forms and other communications as needed, to include the district web page. Conducts market analysis. |
| M | 3% | Analyze child care financial information. Makes recommendations for financial corrections as needed. Communicates with District Financial Services regarding program financial information. |
| D | 1% | Performs other duties as assigned. |

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: Bachelor's degree in Early Childhood Education, Child Development, Business Administration or related field or combination of education and experience.

EXPERIENCE: A minimum of three years' experience managing and directing child care programs or related activities. At least three years of bookkeeping experience required. Two or more years of experience in supervising employees required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Managing people, using Microsoft Office software, supervisory skills, fulfilling annual requirements of Colorado Department of Child Care to maintain license, basic knowledge of age-appropriate developmental and enrichment activities for school age children, ability to manage multiple priorities, to maintain confidentiality, promote and follow Board of Education and Superintendent policies.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license; CPR, First Aid, and Universal Precautions certification. Certifications may be obtained upon hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position supervises the Assistant Child Care Coordinators of Before/After, Breaks, and Summer Childcare programs and the Child Care Records Specialist. Position is responsible to work with Assistant Coordinators to evaluate, terminate, discipline, and direct workload of the site managers.

JUDGMENT AND DECISION MAKING: Work is self-directed, but assignments are given to the individual by the Chief Financial Officer or the Superintendent.

DIVERSITY OF DUTIES: This position will visit the schools' Before/After, fall break, and Summer Childcare programs to evaluate program and make suggestions for improvements that may benefit the student population at a school. This person will also determine whether the program is compliant with all applicable rules & regulations required for a child care facility. Position requires knowledge of sound financial operations, child development, child care rules & regulations, developing relationships, acting as a liaison between different entities, problem solving, analysis of situations and follow-up on issues related to the programs. Requires attention to detail, ability to learn & use financial system, conflict resolution, training skills, analyze, evaluation, communication skills, maintain confidentiality, critical thinking and problem solving skills

SAFETY TO SELF AND OTHERS: Low risk to self and others to bruises, cuts, disease, and repetitive motion or stress.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to walk, stand, talk and hear. They are frequently required to sit, use hands to finger, handle, or feel, reach with arms and hands, and to taste or smell. The employee occasionally required to climb or balance, or to stoop kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. This position requires no specific vision skills.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed outside weather conditions. The noise level in the work environment is usually quiet to moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, and instruct. They are frequently required to coordinate, synthesize, evaluate, use interpersonal skills, compile and negotiate. They will occasionally be required to copy and compute.