

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

DAYCARE SUPERVISOR

JOB CODE 53014

QUALIFICATIONS:

- (1) Level One Florida Daycare Director Credential OR
A Director/Administrator Credential/Certificate that has been issued by another state agency which authorizes that individual to be a director of a child care facility in that state, subject to approval by the Department of Children and Families.
- (2) Valid Florida Driver's License.
- (3) Minimum of three (3) years' experience/formal training in the content area.
- (4) High School Diploma or equivalent
- (5) Computer proficiency.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with others, individually, or in a team environment. Detail-oriented and self-motivated with the ability to make decisions and complete projects and tasks within deadlines. Possesses strong communication skills in oral, written, and electronic mediums. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals. Ability to demonstrate enthusiasm, job tolerance, initiative, and a strong work ethic. Have a thorough understanding of child care center operations. Ability to coordinate center functions. Ability to implement policy and procedures. Knowledge and implementation of Florida child care guidelines and state licensing. Ability to implement programs for children based on developmentally appropriate practices. Ability to manage a budget.

REPORTS TO:

Coordinator of Elementary Curriculum

JOB GOAL:

To coordinate, budget, and manage the daily successful operation of the Rainbow Daycare Center and assist in supervising the employees of that center while following the Department of Family and Protective Services (DFPS) and school district guidelines.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Maintain, at all times, high-quality child-care standards based on developmentally appropriate practices.
2. Assist with the supervision of all staff members of the child care center, including substitute staff.
3. Oversee hiring process and orientation for all new staff.
4. Provide accurate and meaningful annual performance evaluations for all child care staff.
5. Management of Fiscal, Administrative, and Facilities Functions.
6. Develop a budget for the center and establish controls to assure that the center adheres to the budget.
7. Ensure that the program is cost effective and funds are managed prudently.
8. Makes industry connections.
9. Utilizes advisory committees for regular input.
10. Oversees the day to day functions of the child care center and manage staff.
11. Develop and implement policies and procedures for the operation of the child care center.
12. Assure consistent compliance with all Florida standards related to daycare programs including maintenance of annual fire, health and other inspections.
13. Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed.
14. Provide reliable, accurate and timely information about the child care center to interested parties.
15. Assist in other projects as assigned by supervisor.
16. Follow all rules, regulations, and policies of the district and follow directives from supervisors.
17. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
18. Oversee the training and professional development of all child care staff.
19. Articulate the center's mission to employees and other stakeholders and solicit support in realizing the mission.
20. Use appropriate and effective techniques to encourage community and parent involvement.
21. Represent the center and district in a professional, courteous and positive manner at all times.

22. Deal sensitively and fairly with persons from diverse cultural backgrounds.
23. Perform other duties and functions that may be assigned by the Administration and/or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 256 days; 8 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Administration.

JOB DESCRIPTION SUPPLEMENT: 5

SALARY SCHEDULE:

Daycare Supervisor Pay Scale, Instructional Contract

BCSB approved: _____

6-22-20