

DAY CARE DIRECTOR I

DESCRIPTION OF WORK

This is administrative work in directing a day care facility for children of welfare recipients and potential public dependents.

Employees are responsible for planning, developing, and directing a comprehensive child development program to meet the physical, emotional, and social needs of the children. Work involves responsibility for pre-school educational and recreational activities, food service and building maintenance; supervision of a staff including teachers, food service and housekeeping personnel. Employees work with variety of community groups, agencies, and individuals in the interpretation of the program of the center. Work is evaluated by the county day care coordinator through conferences, written reports, staff development programs and acceptance by the community.

EXAMPLES OF DUTIES PERFORMED

Develops and supervises a child development program for children of varying ages; determines needed equipment and supplies.

Supervises the planning, preparation, and serving of meals; approves menus and requisitions for food items and cooking equipment.

Recognizes the need for and supervises the repair of equipment and building.

Participates in advisory board meeting and assists in developing sound policies.

Provides staff development for staff and volunteers.

Maintains close relationship between the center's staff and parents.

May in the absence of teacher or on a regular part-time basis, teach a group of children.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the growth and development of young children and the planning and implementation of appropriate programs to meet their needs.

General knowledge of the business management aspects of operating a child-caring facility.

Ability to provide training or assist in providing training for a child-caring staff.

Ability to establish and maintain effective working relationships between children, parents, community organizations, and facility staff.

Minimum Training and Experience

Graduation from a four-year college or university preferably with a degree in early childhood education, nursery education, or elementary education and two years of experience in working with young children in a nursery school, kindergarten, elementary school or day care facility; or graduation from high school and six years experience in working with young children in a nursery school, kindergarten, elementary school, or a day care facility; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.