

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Care Program Director Assistant

QUALIFICATIONS

1. High school diploma.
2. Good written and verbal communication skills.
3. Ability to maintain confidentiality.
4. Ability to work well with staff, parents, and students.

REPORTS TO Child Care Program Director

JOB GOALS To assist and relieve the child care program director of paper work so that the child care director may devote maximum attention to the administration and supervision of the child care center.

PERFORMANCE RESPONSIBILITIES

1. Assist child care program director with both long and short-range lesson plans in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Maintains open communication with parents.
3. Maintains a safe and healthy environment.
4. Inspects and replaces damaged or lost materials.
5. Assists with in service and staff meetings.
6. Assists with hiring and scheduling of staff.
7. Holds a current first aid certificate, CPR certificate, and completes required training.
8. Operates in accordance with Board policies and sees that all policies of the Board pertaining to employee's area of jurisdiction are implemented.
9. Performs such other tasks as may be assigned by the Board.

TERMS OF EMPLOYMENT Salary and work year to be established by the Board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on September 8, 2014

Revised