

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Child Care Program Director

QUALIFICATIONS

1. Licensed Teacher
2. Good written and verbal communication skills.
3. Ability to maintain confidentiality
4. Ability to work well with staff, parents, and children.

REPORTS TO Business Manager

JOB GOALS To oversee the staff and the day-to-day operations of the day care program.

PERFORMANCE RESPONSIBILITIES

1. Develops both long and short-range lesson plans in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Authorizes purchase of instructional materials and teaching aids, such as books, toys, and games designed to stimulate learning.
3. Interviews and recommends hiring and termination of staff.
4. Confers with parents regarding program activities, policies, and enrollment procedures.
5. Confers with staff regarding behavior or learning problems and recommends methods of modifying inappropriate behavior.
6. Reviews and evaluates program activities to ensure conformance to state and local regulations.
7. Leads in service and staff meetings.
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