Day Care Director

Reports to: Principal
Supervises: None
Term of Employment: 10 months
Salary: Day Care Assistant II - 55
FLSA Exempt/Non-Exempt: Non-exempt

Qualifications:
- High school diploma or equivalent plus community college Early Childhood Credentials
- Must meet state requirements in CPR, AED, Playground, First Aid and Childhood Connects

Essential Job Functions:
- Manage the curriculum.
- Oversee the physical facilities and report any conditions that are in need of maintenance.
- With the cooperation of the principal, hire staff and manage all current staff members.
- Work with daycare workers to develop an appropriate curriculum and ensure that it complies with NC childcare guidelines.
- Ensure that all physical facilities comply with local and state laws and are safe and appropriate environments for children.
- Has knowledge of local, state and federal laws regarding safety requirements and inspection and certification procedures. Ensure that the center complies with all these requirements.
- Manage and create the weekly schedule for all staff.
- Work in conjunction with the principal in the event of disciplinary action against an employee.
- Ensure that all staff maintains and meets the credentialing requirements for their job.
- Ensure that the director also maintains and keeps own credentials current and up to date.
- Serves as the “face” of the daycare center. Meet with parents and answer questions.
- Ensure there is 2-way communication between daycare workers, the director and parents.
- Develop policies for the daycare and publish these policies to staff and parents.
- Collect payments from families on a weekly and/or monthly basis and provide receipts to families after payment is received.
- Send notifications to families who become delinquent on their payments.
- Maintain a receipt book and records of payments.
- Ensure staff is staying within their allotted working hours. (Not beyond 30 hours/week for part time and 40 hours/week for full time employees)
- Prepare materials and equipment for instructional activities.
- Supervise and lead activities of large and small groups of children.
- Follow appropriate training while leading whole and small group activities.
- Assist with any technology equipment needs.
- Maintain a clean and orderly environment for the students. Ensure that the staff are following through on the daily and weekly cleaning schedule as assigned.
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- Maintain the materials and equipment of the center. Work with principal and bookkeeper to order new materials as needed.
- Ensure the enforcement of classroom rules in a positive manner.
- Follow attendance guidelines, maintain punctuality and follow MCS dress code.
- Demonstrate initiative in the performance of assigned duties.
- Respond to inquiries and concerns in a timely manner.
- Demonstrate support for the school system's vision and mission.
- Perform other related duties as assigned by the principal.

**Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment