

**Position Title:** Director, Child Care  
**Department:** Primary School Child Care  
**Reports To:** Primary School Principal

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**SUMMARY:** The director of the before and after school child care program works in cooperation with the Primary School principal to provide a safe, loving and stimulating environment for children Kindergarten through 6<sup>th</sup> grades. The director is responsible for all aspects of the before/after school program as well as a full day summer program and days when school is not in session.

**ESSENTIAL DUTIES:**

- Keep basic accounting records of income and expenses, including bi-weekly billing of families.
- Purchase all supplies, including snacks year round and breakfast in the summer.
- Plan programs that are developmentally appropriate for children K through 6<sup>th</sup> grade.
- Follow all guidelines of Missouri Accreditation.
- Hiring and supervising of aides and assistant directors.
- Ensure cleanliness and appropriate organization of physical facility.
- Assist aides with discipline of children and in communicating with parents when there is a problem with a child.

**SUPERVISORY RESPONSIBILITIES:**

Supervise all aspects of the program including children, aides and assistants.

**QUALIFICATION REQUIREMENTS:**

Director must be at least 21 years of age. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualified candidate must be a person with patience, flexibility, good communication and public relations skills and basic computer knowledge. Must be willing to attend 12 hours of annual training per year.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in related field or 9 months of work experience and AA Degree in related field, or 9 months of work experience and a CDA or equivalent certification.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the director will sit and stand regularly. Directors accompany children on field trips and to the local pool. Directors must be able to tolerate periods of time in the heat and cold. Ability to play active games with the children is helpful.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must be certified in CPR and first aid.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

**EVALUATION:**

Performance of this position shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff Personnel.

**TERMS OF EMPLOYMENT:**

Twelve-month contract. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_