



Longview Independent School District

JOB DESCRIPTION

DIRECTOR, CHILD CARE CENTER

JOB TITLE:	Director, Child Care Center	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Deputy Superintendent of Campus Administration	TERMS:	226 Days
DEPARTMENT:	Curriculum & Instruction	PAY GRADE:	Administrative 4

PRIMARY PURPOSE:

Responsible for the total management of the Child Care Center that includes recruiting clients and staff, supervising staff, grants management and writing, budgeting, planning, purchasing, and interacting with faculty and staff at Longview High School to incorporate Ready Set Teach Program and Teen Parenting Program students in the child care program. Use leadership and supervisory skills to promote the educational development of each student. Oversee compliance with district policies, success of instructional programs and operation of child care activities.

QUALIFICATIONS:

Education/Certification:

Must meet all Texas state licensing requirements for Child Care Center Director
Master's degree in Educational Administration from accredited college or university
Texas Mid-Management certificate
Certified Professional Development and Appraisal System (PDAS) appraiser

Special Knowledge/Skills:

- Specific knowledge of early childhood education
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate child care site functions
- Ability to interpret policy, procedures, and data
- Strong organizational, communications, and interpersonal skills

Minimum Experience:

Three years successful experience as a classroom teacher
Minimum five years of successful experience in instructional leadership roles



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MAJOR RESPONSIBILITIES AND DUTIES:

1. The child care center's daily operation must be administered in compliance with the minimum standards for licensing, health and safety requirements specified by Texas Department of Family and Protective Services for child care centers.
2. All employees must comply with the minimum standards specified by Texas Department of Family and Protective Services for child care centers; have assignments that match their skills, abilities, and training; and meet the LISD policies and regulations.
3. Caregivers are not regularly scheduled for more than ten hours of direct child care during a 24-hour period; and qualified substitutes are called as necessary to meet minimum standards.
4. Interview staff applicants and participate in selection of personnel within district policies and regulations
5. Possess the ability to communicate effectively in both written and verbal form with all levels of management, both internal and external to the child care center
6. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
7. Assist in the development, revision, and evaluation of the child care program curriculum
8. Work with the faculty and parents to develop a student discipline management system that results in positive student behavior and enhances the school climate
9. Develop and maintain a plan to provide for the safety and welfare of students and faculty
10. Foster and develop good student, teacher, parent and community relations
11. Oversee maintenance of the child care site plant and grounds
12. Prepare various reports for state, local and/or regulatory entities
13. Direct and maintain accurate procedures for pupil and staff personnel accounting
14. Direct the management and preparation of the programs budget
15. Assume responsibility for the attendance, progress, conduct and health of students and supervise the maintenance of accurate records of each student served at the child care center



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Direct the process of requisitioning, distributing and accounting for child care site equipment and materials
17. Develop professional skills appropriate to job assignment

Other

18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures
20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. Assume supervisory responsibility and instructional leadership for the planning, operation, supervision and evaluation of the child care center program: Playing for Keeps, LISD Child Care Center
2. Hire, supervise and evaluate the performance of staff assigned to child care program including teacher(s), instructional assistant(s), cook(s), custodian(s), student assistant(s), and secretary

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Professional

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2009