

**Job Description**

Job Title: **Early Child Care Site Director**  
 Job Family: **BASE and Preschool**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **April 2015**

Job Code: **060817**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 25**  
 Typical Work Year: **9 months**

**SUMMARY:** Run and maintain a tuition-based preschool program. Program must meet standards set forth by district, state and federal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Implement the district’s research based curriculum in literacy and numeracy that meets the needs of all students and monitor student progress.	D	40%
2. Communicate with families (emails & phone calls) by helping to develop newsletters. Keep families informed on student progress; resolving problems and conflicts with families and students; scheduling and conducting parent/teacher conferences; and maintaining confidentiality.	D	20%
3. Comply with laws and regulations by maintaining staff and student files; ensuring that classroom and programs comply with district, state and federal policies and regulations. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	15%
4. Supervise Early Child Care Site Leader(s) including assisting with interviewing, hiring and training employees and providing input to performance evaluations. Prioritize, schedule and assign work.	D	5%
5. Attend and participate in team meetings to discuss programming and student progress. Disseminate applicable information to all staff from these and other meetings.	W	3%
6. Implement curriculum-based assessments for all students in literacy and numeracy; analyze data; drive data-based decisions around programming.	W	3%
7. Participate and implement skills acquired from staff development and training. Attend required continuing education classes and adhere to guidelines set by the district and the Colorado Department of Human Services.	A	2%
8. Perform financial responsibilities, through the use of district information technology systems, by collecting and filling out ledger of tuition and registration fees, and submitting purchase requests for supplies and materials.	W	2%
9. Perform tasks including enrolling students, and completing monthly reports.	M	2%
10. Work with supervisor and oversee licensing regulations.	M	2%
11. Implement the district’s unified curriculum through weekly lesson planning. Oversee classroom preparation of curriculum.	W	2%
12. Perform other job-related duties as assigned.	Ongoing	4%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s or master's degree with major emphasis in child development, early childhood education or early childhood special education, including the specified minimum course work from a regionally accredited college or university. No additional experience is required,

**OR**

- Bachelor's degree in elementary education from a regionally accredited college or university including course credits in the following topics:
  - a. Three semester hours or equivalent in child growth and development or child psychology.
  - b. Three semester hours or equivalent in methods and techniques of teaching the preschool-age child.
  - c. A total of 6 semester hours or equivalent quarter hours in 2 classes: health, nutrition and safety; and administration of a child care center which must be at least 3 semester or equivalent quarter hours;

- Persons with a bachelor's degree and completion of courses specified must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.
- Must complete the courses “Facilitating Improved Performance,” “Conflict Management,” “How to Interview” and “Classified Evaluation Training” within one year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Successful completion of a pre-hire post-offer physical examination.
- CPR and First Aid certifications and Universal precautions must be acquired within one month of entering position.
- Colorado Department of Human Services Director qualification required within six months of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic mathematic skills.
- Critical thinking and problem solving skills.
- Knowledge of State Department of Human Services guidelines.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, and StarMail.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Principal, HS or Enterprise Supervisor	3080 or 040629

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	Early Child Care Site Leader	1	060816

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Collect tuition and registration fees and participate in fundraisers.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms			X	
Climb or balance		X		

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate		X		
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X