Class Code: 7323

JOB DESCRIPTION

Position Title: **ASSISTANT CHILDCARE PROGRAM DIRECTOR**

Responsible To: Childcare Program Director

Basic Function: Works directly with the Childcare Director in assuming responsibility for the daily operation of the FFCCE after school and summer programs for children.

Performance Responsibilities:

1. Working with the guidelines of the Kentucky Department of Licensing and Regulation and the Franklin County Public Schools, assists Childcare Director in hiring, training and supervising staff necessary to implement the goals and needs of the FFCCE child care program.

2. Maintains the required records on all children enrolled in the program and on all child care staff members.

3. Maintains the established enrollment allowed in the program.

4. Develops and maintains a daily working schedule for each age group.

5. Directs and encourages staff development in all areas of scheduling and curriculum, including age appropriate activities, meal and snack preparation, child welfare and special event planning.

6. Develops and maintains a resource base to provide staff with appropriate materials to accomplish its goals.

7. Maintains records required by the Kentucky Fire Marshall, Food Services, Social Services and the Department of Licensing and Regulations.

8. Assists the Child Care Program Director in developing and maintaining a current working handbook to inform parents of all aspects of the program.

9. Assists the Child Care Program Director in developing and maintaining a yearly budget for the after school and summer programs.

10. Informs parents of all activities, changes and special events by verbal communication, newsletters, memos, parent meetings or whatever means necessary.

11. Maintains cooperative efforts between the program and the community.

12. Maintains ties with professional organizations in the field of school age child care.

13. Schedules child care staff work week.

14. Reviews all activities and lesson plans submitted by child care staff.

15. Provides training and general development for staff.

16. Insures that facilities and equipment are maintained in such a manner as to meet appropriate health and safety codes.

17. Attends schedule staff meetings.

18. Other reasonable duties and responsibilities as assigned by the FFCCE Executive Director or Childcare Program Director.

Knowledge of:

- All state and local rules and regulations regarding to operating a school age child care program.
- General record keeping practices.
- Computer skills and programs such as Microsoft Word and those specific to child care programming.
- Community resources for enrichment activities for children**.**
- Good written and oral communication skills.

Ability to:

- Communicate and maintain effective relationships with FFCCE staff, children and parents.
- Maintain flexibility in work schedule to accommodate school schedules and child care needs.
- Interact with adults and children from diverse backgrounds with courtesy and tact.
- Be helpful and welcoming at all times to people coming into the building and calling on the telephone.

Minimum Qualifications:

- Be at least twenty-one years of age.
- Hold a Child Development Associate credential, or have five years experience in a child care facility.
- Any alternative to the above qualifications as the Superintendent may find acceptable.

Terms of Employment:

Twelve month year. Salary to be established by the board.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

Approved by Franklin County Board of Education Date:

Reviewed and agreed to by: _____ Date: _____