

WEE CARE DIRECTOR

JOB SUMMARY

Organize, manage, coordinate, and monitor all aspects of school age child care.

QUALIFICATIONS

- High School Diploma (or GED)
- One year administrative experience
- Possess knowledge in all aspects of all school age child care
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools
- Perform payroll and accounting responsibilities for Daycare employees
- Implement program's Mission Statement
- Responsible for the day to day operations, including staff and the program
- Handle Mid-Cumberland vouchers and dealings with the Department of Human Services
- Establish and enforce policy and procedures related to school age child care
- Advertise, interview, and hire appropriate qualified personnel to work with children
- Provide staff development for workers and maintain those records
- Maintain own staff development requirements
- Notify proper authorities of suspected child abuse
- Inform staff of State Rules & Regulations and make sure they are implemented
- Assign job descriptions for both Site Directors and Caregivers and evaluate personnel regularly
- Meet Department of Education Rules and Regulations
- Meet and maintain all safety requirements from both local and state officials
- Serve as President of Parent Advisory Board for SACC and Wee Care
- Schedule staff for regular hours of operation and for emergency care (Snow Days)
- Purchase all materials and supplies needed for the program
- Create monthly calendars for SACC parents
- Arrange all fieldtrips and transportation needs with the Transportation Director
- Provide and create Prop Boxes that include lesson plans for all ages in program
- Act as fiscal agent of SACC/Wee Care handling all banking aspects (deposits and return checks)
- Plan and prepare SACC & Wee Care yearly budget expenditures and prepare reports for both Finance Director and Board Members
- Work with Lebanon Special School District assigned personnel concerning insurance/retirement needs for the staff of both SACC and Wee Care
- Plan and conduct daily meetings with Assistant Director and Creative Curriculum Caregivers to communicate daily needs and areas of concerns
- Work with school system legal representatives in any/all collection matters (notices and court appearances) and individually monitor past due accounts and balances
- Receive staff development hours in areas of business and childcare in excess of 40 hours per year
- Work with Instructional Coordinator to assist with staff coverage for Pre-K parents
- Work with Family Resource Director to assist with staff coverage of any and all family night events
- Work with Title I Director to assist with staff coverage for ESL training nights
- Communicate with school system personnel (Principals, teachers and custodial staff) to assist with implementation of program and system needs
- Communicate monthly with parents of SACC and Wee Care in the form of parent newsletters
- Work with community leaders to form partnerships that benefit both the system and the children the program serves

LEBANON SPECIAL SCHOOL DISTRICT

- Submit any/all work order needs with appropriate personnel for SACC and Wee Care
- Set and maintain high standards of accountability for both staff and leaders of SACC and Wee Care
- Maintain yearly inventory data for each SACC and Wee Care classroom and is responsible for any/all replacement or removal of equipment
- Maintain weekly/monthly/yearly tuition charges and information for parents
- Maintain waiting list for SACC and Wee Care on a yearly basis and monitor availability for new enrollment
- Perform other duties as assigned by the Assistant Director/Director of Schools