



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

POSITION DESCRIPTION

Position Title: School Age Child Care Director (salaried exempt)
Reports To: Associate Executive Director / Executive Director
Date: September 12, 2019
Salary: \$33,000 - \$42,000
Benefits: PTO, Insurance and Retirement

General Function

With mutual cooperation from the Child Care Development Center Director and under the supervision of the Associate Executive Director, the School Age Child Care Director holds the primary responsibility for the education, health, welfare, and safety of children. The Director is responsible for the successful operation of the childcare before and after school sites, 4k program and summer day camp, including supervision of staff, curriculum development, and compliance with mandated regulations, parent relations, collaborations, budgeting and financial results. The Director is also responsible for staff performance evaluations, staff recruitment, and staff training and development.

Preferred Qualifications

As stated in the State of WI Children and Family Services Day Care Regulations:
Bachelor's degree including, or in addition to, 12 credits in Early Childhood, Child Development, or related field AND one year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND one year of experience supervising staff

OR

Program Administrator Credential AND one year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND one year of experience supervising staff

OR

Associate's degree in Early Childhood or related field with a plan of study leading to a Bachelor's degree AND two years full-time teaching experience in a child day care center, family or group family day care home, or level 12 on the Wisconsin state early childhood education registry or other early childhood program AND two years of experience supervising staff

OR

Child Development Associate Credential with a plan of study leading to a Bachelor's degree AND Two years full-time teaching experience in a child day care center, family

or group family day care home, or other early childhood program AND two years of experience supervising staff

Principle Activities

1. Prepare the annual budget with the Executive Director and be accountable for the School Age Child Care income & expenses as outlined in budget.
2. Plan and execute the program and curricula for the child care services, assuring that the program provided meets the highest quality standards.
3. Adhere to both state licensing requirements and National YMCA Best Practices.
4. Recruit, hire, train, supervise, and appraise the work of the 4K teachers and school age childcare teachers. Perform supervisory functions for all departmental staff including the development of job descriptions, standards of performance, and performance appraisals according to YMCA Personnel Policies.
5. Maintain a positive working relationship among staff.
6. Give personal attention and supervision to every aspect of the childcare school sites, summer day camp, schools day out and 4K operation.
7. Review and approve payroll.
8. Develop and implement a marketing plan for the school age childcare programs with the Associate Executive Director.
9. Develop a monthly staff schedule that is posted two weeks in advance and monitor it daily.
10. Develop a strong parent communication system.
11. Develop a strong parent participation and community involvement with the before and after school sites and 4K working with other community agencies as well attending all school registrations for YMCA childcare.
12. Monitor city and state childcare activities and keep abreast of current trends and pricing in the field.
13. Educate oneself on upcoming regulation changes and be proactive in addressing them.
14. Work in accordance with YoungStar and meeting their requirements.
15. Work cooperatively with the maintenance department in developing plans for the programs repairs and cleanliness.
16. Work closely and cooperatively with other Y personnel and the Board of Directors as needed.
17. Know and follow the established financial and business procedures of the Y.
18. Diligently follow procedures for past due bills as outlined in handbook making sure that no outstanding balances exceed 2 weeks worth of care.
19. Responsible for monitoring the collection and ensuring the accuracy of all funds and payments due by families participating in the Child Development Center.
20. Secure grant funding as appropriate and files all reports as required by funding partner in a timely manner.
21. Evaluate the classroom curriculum, student progress, and teaching techniques on a regular basis and provide guidance to improve the quality of care and enrichment of the children.
22. Maintain accurate and complete files as required by licensing agencies and funding partners (i.e. staff files, student files, etc)

- 23. Foster a strong relationship with parents and schedule times for individual meetings as well as regularly scheduled parent meetings.
- 24. Maintain a high level of professional competency of continuing education opportunities and Y training events.
- 25. Have the ability to be self-motivated and prioritize daily, weekly, and monthly tasks.
- 26. Provide assistance for Y special events.
- 27. Assume all other duties and assignments deemed appropriate by the Executive Director and Associate Executive Director.

Effect on End Results

Provide consistent high quality school age child care services and are proficient in handling day to day questions and concerns.

Physical Demands:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees is regularly required to sit, stand, walk, climb steps, crouch or kneel; use hand and fingers; read, talk and hear; and make sound discussions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Requirements:

- Dedication to YMCA
- Good work ethic
- Independent worker
- Self-starter
- Ability to work with and stay within a simple budget
- Current State of WI mandated qualification
- Current CPR, First Aid, and Shake Baby Syndrome Certification

I have read and understand the above position description. I fully understand and know what my responsibilities are in order to do my job effectively.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____