

**SUNRISE RECREATION AND PARK DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: **Day Care Site Director I/II**

DIVISION: **Recreation and Community Services– Day Care Programs**

CLASS DEFINITION:

Plans, organizes, develops, and supervises programs and functions for the District's Day Care programs and provides daily supervision to the staff and activities at an assigned Daycare site. Interacts with state and local regulatory agencies to ensure compliance with applicable health, safety and licensing requirements; supervises and disciplines children as appropriate; meets with parents to discuss student progress, to provide information and respond to queries on District and program policies, procedures, schedules, and fees, and to resolve a variety of issues; maintains safe, secure, clean and orderly classroom and playground environments; performs and oversees a variety of administrative and financial activities to effectively administer operational and program activities; as staffing requirements dictate, plans and implements age-appropriate curriculum and assists teachers and aides as needed; represents the District's Day Care programs with outside agencies and organizations, community groups and members of the public; and performs special projects as assigned and related work as required.

DISTINGUISHING CHARACTERISTICS:

Day Care Site Director I classification is a program manager with responsibility for the planning, development and management of the District's Day Care and Pre-school programs at an assigned site, for maintaining the operational efficiency of the assigned day care site and for the supervision of subordinate day care staff.

Day Care Site Director II classification is a program manager with responsibility for the planning, development and management of the District's Day Care and/or Pre-school programs at multiple sites; for maintaining the operation efficiency at all assigned sites and for the direct supervision of all subordinate day care staff.

SUPERVISION RECEIVED/EXERCISED:

Day Care Site Director I

The Day Care Site Director I classification receives general direction within a framework of standard policies and general objectives from a Recreation Services Manager II. Incumbents exercise direct supervision over the activities, operations and staff at an assigned day care site.

Day Care Site Director II

The Day Care Site Director II classification receives general direction within a framework of standard policies and general objectives from a Recreation Services Manager II. Incumbents exercise direct supervision over the staff, activities and operations at multiple day care sites.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plans, organizes, develops, supervises and coordinates programs and operations of the District's Daycare Program for an assigned Daycare site; defines and implements program and operational policies and procedures; and coordinates licensing and policy and procedure issues with applicable governmental agencies
- Selects, assigns, motivates, and evaluates the performance of Day Care staff; conducts staff meetings and provides or coordinates provision of employee training; and works with employees to correct deficiencies, recommends and implements corrective action, including termination, as appropriate
- Ensures the safety, security, cleanliness and orderliness of classroom and playground environments; identifies health and safety hazards and makes maintenance and repair arrangements; purchases equipment and supplies for effective program operations
- Develops and implements an annual lesson and activities plan; and develops weekly and daily schedules to ensure appropriate teaching staff to student population ratios
- Supervises, rewards and disciplines children as appropriate; meets with parents to discuss student progress, to respond to queries relative to program policies, procedures, activities, schedules and fees and to resolve a variety of issues and complaints
- Prepares, administers and controls the operating budget for assigned Day Care site; and participates in the development of the District's annual operating budget
- Using the District's accounting system, prepares and distributes monthly billing statements for tuition and fees due; negotiates payment plans, as appropriate; oversees and participates in revenue collection and the maintenance of related ledgers and records; records and processes all subsidized child care records, forms and payments
- Establishes and maintains in confidence a variety of fiscal, personnel, site and program operations, program participation and customer account records and files; prepares a variety of correspondence, scheduled summary reports of site and program operations and ad hoc reports upon request
- As staffing requirements dictate, plans and implements age-appropriate curriculum, events and recreational activities at an assigned day care site; configures classroom and furniture to accommodate planned activities and student population; and stimulates interest while teaching and supervising program activities
- Represents the District to schools, outside agencies, community groups and members of the public to promote the District's Day Care Program and to explain and respond to queries pertinent to program policies, procedures, schedules and fees
- Performs special projects as assigned and job-related duties as required

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

To be licensed as a Daycare Center by the State of California, incumbents in this classification must possess one of the following:

1. Equivalent to completion of the twelfth (12th) grade supplemented by completion of fifteen (15) units in early childhood education which includes three (3) units in administration or staff relations; and at least four (4) years teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or
2. An AA Degree from an accredited college or university with major emphasis in early childhood education or child development which includes three (3) units in administration or staff relations; and at least two (2) years teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or
3. A BA Degree from an accredited college or university with major emphasis in early childhood education or child development which includes three (3) units in administration or staff relations; and at least one (1) year teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or

Knowledge of:

- principles, practices and procedures of Daycare operations, programs and services
- interests, capabilities, handicaps and age-appropriate recreational activities for elementary school-age children
- behavior modification techniques and appropriate methods for disciplining children
- laws, rules and regulations relative to Daycare operations, programs and services
- principles and practices of effective supervision, employee development and performance management
- basic first aid, health, hygiene and safety practices
- budget development and control
- personal computer operation and software applications
- effective filing methods and recordkeeping practices
- community resources and organizations

Ability to:

- plan, organize, manage and supervise the functions and programs of the District's Day Care Program
- recommend and implement goals, objectives and practices for effective and efficient program and site operations
- analyze community daycare needs; recommend and implement programs to meet those needs
- supervise and appropriately reward and/or discipline children, as appropriate

- participate in program activities, field trips and/or perform exercises with children
- understand all aspects of the job and understand, interpret and explain District and program policies, rules and operational procedures
- select, supervise, train, motivate and evaluate the performance of subordinate staff
- effectively delegate authority and responsibility
- prepare and administer program budget
- establish and maintain a variety of site records
- communicate clearly and concisely, orally and in writing
- maintain attention to detail in a work environment of frequent interruptions
- effectively operate a personal computer and other standard office equipment
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform essential duties of job without causing harm to self or others

Licenses/Certification Required:

- Possession of a valid class C California Driver's license and a satisfactory driving record
- Possession of a certificate of completion of approved CPR and first-aid training
- Possession of a certificate of completion of a course(s) in preventive health practices
- Meets any and all other licensing and certification requirements of Title 22 regulations

WORKING CONDITIONS:

Environmental Conditions:

Incumbents perform job duties primarily in a temperature controlled office or classroom environment and in close contact with children of various ages, their parents and other District staff. Incumbents are occasionally exposed to varying climate and temperature conditions, including heat and cold and frequently travel to various program sites or on field trips in a vehicle. Incumbents are exposed to dust, constant noise and chemical cleaning solvents on a daily to weekly basis.

Physical Conditions:

Essential duties of a Day Care Director requires the ability to sit and stand for extended periods; repetitive use of feet and hands and finger dexterity; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to see to supervise children and view objects within one to twenty feet and to differentiate basic colors and shades of color; to maintain body equilibrium to prevent falling on, slippery surfaces; to twist, climb, stoop, kneel, crouch, stand, run and walk; to place hands in water to perform cleaning tasks; to use hands and arms to reach in any direction; to lift, carry, push, pull, and grasp a variety of objects (such as a vacuum and furniture) weighing between 5 and 25 pounds on a daily basis.

OTHER:

FLSA STATUS: Exempt - Administrative

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

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