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## CHILD CARE SITE DIRECTOR

Job Title: **Child Care Site Director**

FLSA Status:

Status: **Non-Exempt Full Time**

Reports to: **Senior Child Care Director**

Department: **Child Care Administration**

Revision Date: **12/18/2017**

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### POSITION SUMMARY:

Under the direction of the Senior Child Care Director, the Child Care Site Director is responsible for the overall daily operation of the full-day child care program. The Child Care Site Director holds the primary responsibility for the education, health, welfare, and safety of the children in the center.

### QUALIFICATIONS:

1. Qualifications listed for the position of "Director" in the Commonwealth of Pennsylvania's PENNSYLVANIA CODE TITLE 55 (Chapter 3270, Child Day Care Centers).
2. Degree in Early Childhood Education preferred; Human Services degree plus at least 30 credits in Childhood Education.

### PRINCIPLE ACTIVITIES:

1. Assist in the planning and executing of the program and curriculum for the full-day Child Care Center and assuring that the program provided meets the highest quality standards.
2. Maintain a strong staff by recruiting, hiring, training, supervising and appraising the work of the day care teaching and support personnel.
3. Give personal attention and supervision to every aspect of the Day Care operation.
4. Interviewing and providing tours to prospective families.
5. Establish goals and objectives for the day care program that are consistent with those of the YMCA and what is developmentally appropriate for the children in care.
6. Effectively communicates both verbally and in writing with parents on an ongoing basis.
7. Implement staff meetings at a time in which all staff can attend.
8. Responsible for the safety and supervision of the children at all times.
9. Ensure the development of weekly lesson plans that fit the children's developmental needs and interests.

### SECONDARY ACTIVITIES:

1. Document attendance, absenteeism, and incidents for each child enrolled and all staff employed by the Child Care Site.
2. Responsible for the appearance of the classrooms and maintaining the quality of supplies, equipment, and materials in the classrooms.
3. Participate in YMCA activities that affect the child care program.
4. Supervise the maintenance of equipment and supplies within the financial boundaries set by the Senior Child Care Director and the Executive Director.
5. Maintain an organized, first come, first serve waiting list for families interested in the child care program.
6. Assist in any other areas as assigned by the Senior Child Care Director.

**EFFECT ON END RESULT:**

The effectiveness of this position shall be measured by:

1. Program quality maintains a high standard of excellence.
2. Parents are satisfied with quality of care.
3. Enrollment levels are maintained and increased.
4. Activities are educational, fun, and developmentally appropriate.
5. Program adheres to all DHS licensing requirements.
6. Program adheres to all STAR2 or higher requirements.

**SIGNATURE:**

Having read and understood this job description, I accept this position as outlined. I agree to fulfill my responsibilities as Child Care Site Director in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_

\_\_\_\_\_  
Senior Child Care Director