

## **CHILD CARE PROGRAM DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the planning, organizing and supervising of a day care center. The incumbent is also responsible for staff development and training. This position works under the general supervision of an administrative employee. Supervision is exercised over the work of subordinate child care staff.

### **TYPICAL WORK ACTIVITIES:**

1. Makes work assignments to child care personnel and reviews work in process and evaluates performance;
2. Oversees the activities of staff and insures appropriate curriculum, child/staff ratios, breaks, lunch times, training, etc.;
3. Interacts with parents, case managers, Family Literacy Committee Chairperson, local Child Care providers, and Occupational Child Care instructors to provide the best possible service to clients;
4. Schedules and holds parent orientation and conferences;
5. Maintains the ECP data base and makes improvements as needed;
6. Monitors the program and maintains records necessary for ECP licensing and other required certification;
7. Monitors and maintains attendance and files in formats required for reimbursement from various income sources for the services provided;
8. Orders, monitors and maintains inventory of supplies and equipment;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of young child development and behavior principles and practices; good knowledge of methods, materials, and equipment appropriate for a child care program; good knowledge of services available to promote the physical, intellectual, social and emotional well-being of children; good knowledge of public administration and budget preparation; good knowledge of laws regulating child care programs; ability to plan, organize and direct a child care program; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with a variety of individuals and groups; ability to supervise; ability to maintain records and prepare reports; good judgment; tact; physical condition commensurate with the demands of the position.

**CHILD CARE PROGRAM DIRECTOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     A Bachelor's Degree which includes or is supplemented by eighteen (18) credits in early childhood education, child development or a child-related area **plus** two years of day care teaching experience, one year of which must have been in a supervisory capacity;
- OR:            (B)     An Associate's degree which includes or is supplemented by twelve(12) credits in early childhood education, child development or a child-related area plus four years of day care teaching experience, one year of which must have been in a supervisory capacity;
- OR:            (C)     An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:**    A Master's Degree in education or a related field may be substituted for the required work experience.

**SPECIAL REQUIREMENT:**

Candidates must meet requirements specified by New York State Social Services.

HU2204

ADOPTED:   09/20/94

REVISED:   10/01/97       02/03/05