



events etc. for their child(ren).

Maintains bi-monthly newsletter to parents regarding Center's activities and information.

Coordinates quarterly advisory parent meetings.

Maintains a close working relationship with the community, creating and maintaining a positive reputation for the center.

Ensures center maintains KDH&E licensing regulations in regards to staffing ratio; credentials and training; child safety, supervision, and curriculum; and building maintenance.

Responsible for the collection of child care fees and depositing all fees per Agency policies and procedures.

Collaborates with the Finance Department in managing program's debt collections for child care services.

Participates in the planning, programming and budgeting of the Center.

Completes documentation and forwards reports containing descriptive, analytical and evaluative content.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Provides regular supervision and professional development of staff.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

Provides best practice standards through outcome reports

Director is onsite at the facility during regular hours and available to staff during evening hours as needed.

**SUPERVISION:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance

with federal, state and/or COA requirements.

### **III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in social service field preferred. High school diploma/G.E.D. required with one to two years of experience as a teacher in a child care center. Must meet KDH&E requirements.

#### **PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from clients or regulatory agencies. Ability to effectively present information to employees, management and public groups.

#### **FINANCIAL/COMPUTATIVE SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Familiarity with

computers and their capabilities to develop, manipulate and read reports and charts.

#### **ANALYTICAL ABILITY:**

Ability to define problems, set measurable outcomes, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None

### **IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

## **V. 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 the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

## **VI. PRINCIPAL ACCOUNTABILITIES**

Ensures the center is appropriately licensed by KHD&E and is re-licensed annually.

Ensures center is operated in a safe, efficient and nurturing environment for children served.

Ensures center is operating at 90% capacity for all age groups.

Ensures center programs provide quality care meeting the child's developmental, emotional and physical needs.