

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Director Qualified Infant/Toddler Daycare Manager

Pay Grade: Managerial/Technical Salary
Schedule

Job Family: Managerial/Technical

FLSA Status: Exempt

Department: School

Prepared Date: June 12, 2019

Typical Work Year: 193 Days

SUMMARY: As a member of our Instructional Leadership Team, the instructional coach will work collaboratively with the ILT to develop a strategic improvement plan that aligns school goals to both our district action plan and the tenets of the EL Education Core Practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES *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.*

- Follows and enforces state childcare guidelines.
- Manages and directs childcare program.
- Supervises childcare program staff including student interns from the Durango High School Early Childhood Education Program.
- Demonstrates excellent communication with parents, students, school and district staff and coworkers.
- Follows district policies and goals and uses district facilities with care.
- Attends monthly meetings with Coordinator of Early Childhood programs to discuss financial and program information.
- May oversee accurate financial records in accordance with district procedure.
- Performs other duties as assigned.

ADDITIONAL JOB REQUIREMENTS:

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.
- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of School District property
- Report suspected child abuse or neglect as required by law.
- Use the District's internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Principal, Superintendent or their designees.

EDUCATION AND TRAINING / CERTIFICATES, LICENSES, & REGISTRATIONS

A minimum of two years of college is required for the position. Director Qualifications - Small Child Care Center must have completed one of the following:

1. A current professional teaching license issued by the Colorado Department of Education with an endorsement in the area of early childhood education or early childhood special education; 2. A current early childhood professional Credential Level III Version 2.0 as determined by the Colorado Department of Education;
3. Three (3) years' satisfactory experience in the group care of children less than six (6) years of age (5460 hours) and at least two (2) 3-semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education; one of the courses must be either introduction to early childhood education or guidance strategies;
4. Two (2) years' college education (sixty semester hours) at a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas with at least two (2) 3-semester-hour courses in early childhood education; one of which must be either introduction to early childhood education or guidance strategies; and one (1) year (1820 hours) of satisfactory experience in the group care of children less than six (6) years of age;
5. Current certification as a Child Development Associate (CDA) or other Department approved credential; or,
6. A two (2) year college degree in child development or early childhood education from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas that must include at least one 3-semester hour course in either introduction to early childhood education or guidance strategies and six (6) months (910 hours) satisfactory experience in the group care of children less than six (6) years of age.

EXPERIENCE: Experience as a Director Qualified Infant/Toddler Daycare Manager is preferred; experience working with group childcare of infant/toddlers required.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Ability to work with students with diverse needs at various levels.
- Ability to develop and implement engaging lessons that facilitate student mastery of the Colorado Academic Standards.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to utilize formative and summative assessments to access student learning.
- Ability to implement IEP's, 504's, and behavior support plans.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student information systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Coordinator of Early Childhood Education

Direct Reports: Responsible for supervising the behavior and well-being of children in the program throughout the entire day. Supervises childcare program staff including student interns from the Durango High School Early Childhood Education Program.

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assist with planning and monitoring the program budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X

Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date