

SCHOOL AGE CHILD CARE (SACC)/WEE CARE ASSISTANT DIRECTOR

JOB SUMMARY

Organize, manage, coordinate, and monitor all aspects of school age child care.

QUALIFICATIONS

- High School Diploma (or GED)
- One year administrative experience
- Possess knowledge in all aspects of all school age child care
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Assistant Director of Schools
- Perform payroll and accounting responsibilities for Daycare employees
- Implement program's Mission Statement
- Responsible for the day to day operations, including staff and the program
- Handle Mid-Cumberland vouchers and dealings with the Department of Human Services
- Establish and enforce policy and procedures related to school age child care
- Advertise, interview, and hire appropriate qualified personnel to work with children
- Provide staff development for workers and maintain those records
- Maintain own staff development requirements
- Notify proper authorities of suspected child abuse
- Inform staff of State Rules & Regulations and make sure they are implemented
- Assign job descriptions for both Site Directors and Caregivers and evaluate personnel regularly
- Meet Department of Education Rules and Regulations
- Meet and maintain all safety requirements from both local and state officials
- Serve as President of Parent Advisory Board for SACC and Wee Care
- Schedule staff for regular hours of operation and for emergency care (Snow Days)
- Purchase all materials and supplies needed for the program
- Create monthly calendars for SACC parents
- Arrange all fieldtrips and transportation needs with the Transportation Director
- Provide and create Prop Boxes that include lesson plans for all ages in program
- Perform other duties as assigned by the SACC Director or Assistant Director/Director of Schools