

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

Posting Dates: January 7, 2010 - Until Filled

TITLE: Child Care Director

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Bachelor's Degree with at least 12 credits in Child Care Development preferred.

OR

Associate's Degree/CDA with at least 12 credit hours in Child Development, Elementary Education or Recreation.

Skills: Experience in leadership, organization and supervision.

Experience in teaching and/or interacting with children, preferably infants, toddlers and pre-schoolers.

Evidence of maturity and ability to relate well to children, staff and parents.

Knowledge of children's development, needs, limits and interests.

Evidence of enthusiasm, eagerness and friendliness when working with children, staff and parents.

Good physical and emotional health.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

TITLE: Child Care Director

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

REPORTS TO: Building Director or Principal

TERMS OF EMPLOYMENT: **Casual Salary Schedule; 260 Days; 30 Hours/Week;
\$11.30-\$12.18 per hour**

ESSENTIAL FUNCTIONS:

Responsible for the general supervision and management of a Rainbow Learning Program licensed Child Care Center.

Assists the coordinator in tasks related to the operation of the Rainbow Learning Programs.

Explains the program and distributes program information.

Plans and implements promotional tactics.

Understands and implements fee collection, accounting and record-keeping in an effective and accurate manner.

Schedules, supervises, directs and evaluates staff and student.

Establishes positive relationships with parents, staff, students and children.

Schedules, plans and implements parent meetings, special events and staff meetings.

Plans and implements the children's programs; including lesson plans (done in conjunction with child care leaders where applicable), keeping attendance records and carrying out activities with the children.

Plans menus and assists with obtaining food and supplies, as needed.

Maintains the orderliness and safety of the classroom environment and materials, prepares room decorations, signs and boards, as needed.

Attends related conferences, workshops, seminars and classes.

Attends all staff meetings and trainings.

Willingness to ask for assistance and seek advice.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

TITLE: Child Care Director

PHYSICAL DEMANDS FOR POSITION:

Medium Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of Board policy on evaluation of Casual employees

H:jobdescmsc/rev. 4-09/dmh

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.