

CHILD CARE CENTER DIRECTOR

Class Code 2491

TASK LIST

1. Plans and implements a child care program based on State regulations, City regulations, and department policies and procedures.
2. Supervises the research and organization of a schedule of age-appropriate activities that develop motor, creative, learning, and social skills and that reflect the socioeconomic and ethnic characteristics of the population being served.
3. Supervises explanation, demonstration and conduct of games and activities including music, dance, enrichment, drama, arts and crafts, and storytelling.
4. Organizes, supervises, and assists children in completing enrichment activities.
5. Develops behavioral plans for the children who are program participants and enforces rules.
6. Applies safety procedures applicable to participants and gives first aid/CPR and maintains first aid equipment.
7. Recruits and selects child-care facility staff in compliance with State and City regulations.
8. Supervises and trains Child Care Associates and part time staff on State and City regulations and Department procedures and standards.
9. Assigns staff to activities and directs and evaluates the work of subordinates.
10. Supervises and assists in daily facility set-up and maintenance, including arranging chairs and tables, play equipment and the designated rest area.
11. Oversees clean-up by staff and children.
12. Requests changes, rearrangement or repairs of equipment and facilities.
13. Maintains records, including enrollment and attendance, sign-in and sign-out systems, behavioral reports on program participants, resource and referral files, plans of operation, personnel files of staff, and health and identification records for participants.
14. Reports and records accidents and special occurrences according to State and City guidelines, schedules parent conferences, and prepares staffing schedules, van pick-up schedules, requisitions for supplies, and time keeping.

15. Meets with evaluators from the State Department of Education, Child Development Division, and ensures compliance with State regulations.
16. Meets with evaluators from the State Department of Social Services and ensures that facility records are in compliance with State regulations.
17. Collects, accounts for and transmits program fees and completes related records in accordance with Department policies and procedures.
18. Enforces proper registration of participants in programs by ensuring that participants meet applicable State of California Department of Education eligibility requirements.
19. Develops a public relations plan to inform the community of services and activities.
20. Communicates and trains employees on the City's Equal Employment Opportunity Policy.
21. Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.