

**City of San Rafael
Job Class Specification**

Job Title: Child Care Director

DEFINITION:

Under the direction of the Recreation Supervisor, positions in this class perform responsible work in administering and managing a pre-school or elementary childcare program.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other childcare classes by its responsibility for independently overseeing the program and staff at the assigned child cares locations.

SUPERVISION EXERCISED:

ESSENTIAL AND IMPORTANT DUTIES:

- Assist with the establishment of the program budget.
- Conduct registrations.
- Hire, train and supervise staff.
- Schedule staff and ensure appropriate staffing levels are maintained.
- Maintain records on enrollment, tuition's, and projected revenues.
- Prepare and distribute program advertisement and promotional materials.
- Prepare monthly reports.
- Liaison with parents, school districts.
- Function as classroom instructor.
- Approve Instructor II curriculum and plans.
- Collect revenues.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Education/Experience:

Knowledge of: Early Childhood Development; age appropriate curriculum and activities; classroom management techniques; and appropriate disciplinary techniques.

Skill in: Oral and written communications; and group leadership and teaching skills.

Ability to: Organize and manage a Child Care program; prepare and maintain budget and other financial statements and records; work within an established budget; problem solve; maintain effective working relationships with co-workers and staff, as well as parents and community representatives; work independently in carrying out a comprehensive program; willingness to support and carry out the goals and objectives of the Child Care program.

Education/Experience:

12 Early Childhood Education units or the equivalent and 3 units in administration. Prefer candidates with an AA degree or 60 units, with 24 ECE units plus 6 administrative units and 2 Adult supervision units; and/or 1 year Center Director experience in a school age center or 3 years as a head teacher in a school age program; and/or a Site Supervisor Permit or California Elementary Teaching Credential.

SPECIAL REQUIREMENTS:

Must be willing to work the hours (work schedule) required for the assigned Center. Prefer possession of a valid California Driver's license.

Prepared: November 1988