



Written 1/09
(Rev.1 3/09)

MT PLEASANT PRESBYTERIAN CHURCH

POSITION DESCRIPTION

POSITION TITLE: Day Care Director

COMPENSATION STATUS: Full time exempt

PURPOSE: The Day Care Director is intended to provide guidance and managerial expertise to the day care as well as determine day-to-day functioning of the day care with an emphasis on safety in the child's environment and equipment.

QUALIFICATIONS: A director shall have attained one of the following qualification levels: (1) A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and one year of experience with children. (2) A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and two years of experience with children. (3) An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and three years of experience with children. (4) An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and four years of experience with children. A director shall be employed by a facility and be present at the facility site a minimum of 30 hours per week. In a facility in which 45 or fewer children are enrolled, a director may also function as a group supervisor. An individual who functions in a dual capacity shall meet the responsibilities and qualifications of a director.

RESPONSIBILITIES:

- Administers the operation of finances, personnel, and maintenance of the child care facility
- Insures that the program objectives and activities are carried out
- Develops overall program, incorporating the commitment of our church to teach the word of the Lord to the children through lessons, songs, and actions
- Responsible for recruiting/hiring all day care staff to fill open positions
- Schedules a qualified substitute during my absence
- Holds regular staff meetings to discuss program plans and interpret policies

- Provides for orientation and ongoing training for staff and volunteers
- Insures maintenance of records and reports which are required by the Department of Public Welfare (DPW)
- Insures compliance with the DPW regulations
- Designates a qualified replacement as director when absent
- Supervises direct care giving staff
- Makes certain that church staff and day care staff are in agreement of use of shared spaces
- Keeps abreast of and implements changes in the facility regarding regulations and policies concerning day care by attending work shops and director's meetings
- Administers meal planning and preparation
- Obtain transportation and permission slips for field trips
- Coordinates and plans daily activities with the group supervisors or with the assistant group supervisors in the school-age program
- Schedules the staff so that child to adult ratio is met throughout each day
- Provides a written evaluation of staff persons on a regular basis with a minimum of one evaluation per employee every twelve months
- Assist in church administrative duties (Refer to Administrator PD for specifics)
- Maintain a good working relationship with all bodies within the church

ACCOUNTABILITY: Accountable to Mt. Pleasant Session through the Personnel Committee. Reports to Head of Staff for day-to-day operations.

RELATIONSHIPS: Relates to Mt. Pleasant Session; relates to the Day Care Staff as Director; relates to Mt. Pleasant Church staff; relates to the parents of the children as Director; relates to Mt. Pleasant Christian Education staff as Director.

PERFORMANCE EVALUATION: Performance reviews will be conducted annually by the Session Personnel Committee and referred to Session. The Session Personnel Committee will annually review the adequacy of compensation. A copy will then be placed in the Director's employment file to be in compliance with the DPW regulations.

Note: Mt Pleasant Church reserves the right to change and/or add duties to this position providing the changes and/or additions are consistent with the job classification.