



Family Enrichment Center, Inc. Wee Care Director Job Description

POSITION: Childcare Director
SUPERVISOR: Assistant Director
PROGRAM: Wee Care Childcare Center

QUALIFICATIONS: *(To align with licensing regulations)*

- Bachelors Degree in Early Childhood or related field required;
- Prior teaching experience preferred;
- Supervisory experience preferred;
- Ability to communicate with children, parents, and professionals;
- Ability to work with the public and community groups;
- Ability to maintain confidentiality of records and all family communications;
- Ability to work as a cooperative team member with shared responsibilities;
- Must be physically, and emotionally able to work with young children; vision and hearing must be adequate to supervise children in classroom as well as on the playground; and
- Ability to lift 40 lbs.

GENERAL RESPONSIBILITIES:

- Provide leadership for all state/federal requirements regarding licensure, food program, All STARS;
- Responsible for safe, active, child-oriented environment;
- Responsible for staff carrying out developmentally appropriate activities and supervision of children;
- Maintaining clean and healthy environment for children;
- Stimulate awareness of Wee Care Child Care programs in the community;
- Provide support to the Early Childhood Education Coordinator to boost kindergarten readiness and to ensure developmentally appropriate activities and supervision of children; and
- Participate in Early Childhood Council and other related community meetings.

PRINCIPAL DUTIES:

- Adhere to all personnel policies, rules and regulations of FEC including United Way Grant Responsibilities;
- Adhere to all licensing and regulation of The Commonwealth of Kentucky as it relates to a Type 1 Facility;
- Manage all Wee Care Staff (i.e. Hiring, positive feedback, write ups, staff development activities, staff evaluations);
- Continue to work towards highest STARS rating level;
- Oversee Implementation of Federal Food Program;
- Collection of bad debt and weekly fees;
- Conduct monthly staff meetings with a prepared agenda;
- Keep updated records on staff (professional development plans and training, etc.)
- Plan weekly staff schedule and substitutes as needed;
- Verify payroll hours for Wee Care staff every two weeks for payroll;
- Establish and post classroom schedules;
- Provide enrollment information and Wee Care forms to parents;
- Document and report all cases of suspected child abuse/neglect;
- Remain calm and in control in startling or difficult situations/emergencies;

- Participate in training or specialized workshops as required;
- Coordinate Center volunteers;
- Plan and implement in coordination with LEAD staff Wee Care Parent Activities and Special Events;
- Seek prior approval for needed purchases and maintain receipts on all purchases;
- Responsible for the safety and whereabouts of all children in your care, at all times;
- Display a positive attitude and use a calm, quiet voice for all communication and direction;
- Make recommendations for improvements in agency policy and/or practices; and
- Other duties as assigned.

Duties of Executive Director/Assistant Director/Finance Assistant as related to Wee Care Operation:

Assist in the Hiring, Training and Disciplinary Actions of Wee Care Staff

Assist in filing of monthly federal food reimbursement

Assist in filing of monthly childcare subsidy

I have read and understand the outlined job requirements. I understand the duties and responsibilities of my position. I understand that I am employed by FEC on an "at will" basis. I also understand that I may take no outside job that interferes with my assigned duties as Wee Care Childcare Director without the expressed written permission of the Executive Director.

Employee

DATE

Director of Programs/Executive Director

DATE