

***Dunham Elementary School District***  
***Job Description***  
**Child Care Program Director**

**Definition:**

Under the general supervision of the school site administrator, the program director directs childcare activities to provide instruction and supervision for children during the course of the regular school year. The position may be extended into the summer months should site administration determine there is sufficient demand.

**Example of Duties:** Duties may include, but are not limited to, the following:

- Prepares requests for purchase of instructional materials and teaching aids, such as books, toys, and games designed to stimulate learning
- Monitors curriculum development and facilitation
- Maintains accurate sign-in/out log book
- Submits monthly billing reports to office
- Provides for and maintains records of staff training, orientation, and meetings as dictated by personnel policies, contractors and licensors
- Interviews and recommends hiring of staff
- Approves staff timesheets, leave requests, and other employee action forms
- Prepares for and provides training for staff
- Responsible for the upkeep of the facilities
- Confers with parents regarding facility activities, policies, and enrollment procedures
- Constructs and distributes the scheduled newsletter to the parents
- Provides and communicates program direction to all stakeholders and site administrator
- Performs staff evaluations
- Ensures the safety of the children and staff members
- Develops the team of child care employees to reach their full potential
- Maintains regular communication with staff and teachers regarding students who regularly attend the after-care program

**Needed Attributes:**

- A program director must be able to effectively communicate with many different types of people; flexibility, patience, role modeling ability, and organizational skills are imperative.
- A program director must have a passion for helping children explore and develop.

**Desirable Qualifications:**

- Education – Bachelor of Arts degree and/or ECE
- Experience in child care programs
- Excellent organization and communication skills
- Experience in a Director position

**Immediate Supervisor:**

Site Administrator(s)