

SCHOOL-AGE CHILD CARE PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work directing and managing a school-age child care program run by a town recreation department. Responsibilities include administrating the entire program, serving as on-site coordinator of afternoon and summer sessions, staff supervision, recruitment, training and development. Work is performed under general supervision of the Recreation Supervisor or other high level Recreation staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as the on-site supervisor of the afternoon and summer sessions of the program;
Interacts with staff, children and parents relative to all aspects of the town's school age childcare program;
Develops and maintains a system for filing and/or recording participant applications and attendance;
Inventories and purchases consumable supplies for the program;
Develops and utilizes a system for billing program participants;
Compiles and files New York State required reports;
Ensures program compliance with applicable regulations;
Coordinates staff schedules;
Conducts staff performance evaluations and reviews;
Provides or arranges for staff development and training as required;
Recruits staff as necessary;
Help with other recreation department activities as time permits, e.g., youth employment;
Participates in Director's training;
Creates and arranges for distribution of appropriate marketing tools, such as parent handbooks and school flyers;
Promotes the program through attendance at such functions as Back to School Night, etc.;
Works toward the expansion and development of the program so that it meets the care needs of local families, e.g., non-traditional time;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the principles of supervision; good knowledge of child development activities; good knowledge of child care techniques; good oral and written communication skills; working knowledge of regulations affecting daycare operation in New York State; working knowledge of modern management techniques; ability to develop program activities; ability to develop effective working relationships and deal

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diplomatically with the public; resourcefulness; sound judgment; creativity.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree in child development, home economics education, home economics with a specialization in child and family development, early childhood education, elementary education, physical education, recreation or a related field and two (2) years experience working with children including at least one (1) year in a supervisory capacity in an early childhood education program or child day care program; or
- b) Two (2) years of college with 18 credits in the areas of concentration listed in the previous paragraph, and two (2) years experience working with children including at least one (1) year in a supervisory capacity in an early childhood education program or child day care program; or
- c) A child development associate credential and two (2) years experience working with children including at least one (1) year in a supervisory capacity in an early childhood education program or child day care program; or

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

NOTE: The above qualifications re-state those established by the New York State Office of Children and Family Services, Bureau of Early Childhood Services, in their School Age Child Care Regulations, at Part 414.14 (as required to be possessed by either the director or another staff member).