



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Director of Daycare

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Daycare is responsible for all aspects of the Child Care Program including operation of the program in accordance with KDHE and district policies and procedures. This individual's responsibilities include creating and maintaining a positive, educational, nurturing and safe environment for all children and staff and providing exceptional customer service to families enrolled in the program.

**Qualifications:**

- Directors must have a Preschool Directors Approval (PDA) by the State of Kansas for the size of center that they will be working in PRIOR to being hired for the position.
- Minimum three years of experience in a leadership position.
- Minimum one year of teaching experience.
- Four-Year Degree in Child Development or related discipline (preferred)
- Must meet one of the following training requirements:
  1. Option 1:
    - (A) Twelve semester hours of academic study or equivalent training in child development, early childhood education, curriculum resources, nutrition, child guidance, parent education, supervised practicum, and administration of early childhood programs; and
    - (B) six months' teaching experience in licensed centers or preschools;
  2. Option 2: A child development associate credential and one year of teaching experience in licensed centers or preschools, or supervised practicum in licensed centers or preschools;
  3. Option 3:
    - (A) An associate of arts degree or a two-year certificate in child development; and
    - (B) one year of teaching experience in licensed centers or preschools, or a supervised practicum in licensed centers or preschools;
  4. Option 4:
    - (A) An A.B. or B.S. degree in child development or early childhood education, including a supervised practicum; and
    - (B) three months' teaching experience in licensed centers or preschools; or
  5. Option 5:
    - (A) An A.B. or B.S. degree in a related academic discipline, and 12 hours of academic study or equivalent training in child development, early childhood education, curriculum resources, nutrition, child guidance, parent education, supervised practicum, and administration of early childhood programs; and
    - (B) six months teaching experience in licensed centers or preschools.

## **General Duties and Requirements**

- **Policies and Procedures and Licensing**- creates policies and procedures that fall within the State of Kansas licensing regulations for Child Care Centers. Child Care regulations are different in some areas than those followed by the Department of Education so these policies and procedures may or may not be the same as all of the policies and procedures that are followed by school district personnel but cannot be prohibited by the school district. Policies shall fall under the heading of “best practice” by Early Childhood specialists and research where possible.
- Responsible for creating an Employee Handbook and a Parent Handbook outlining current policies and is responsible for seeing that these materials are disseminated to all staff and families and that they are followed regularly and updated annually or as needed.
- Responsible for all licensing regulations and related record-keeping so that the facility is in compliance with current licensing regulations. This includes but is not limited to regulations relating to hiring of new staff, continued education requirements for staff, enrollment and record keeping of children's files, posting of required regulatory materials, regular safety drills and inspections, upkeep of the facility, meal and menu compliance and regular observation, and support or correction of classroom operations. The Director will keep the KDHE CLARIS site updated as required.
- **Health and Safety**- responsible for managing a program that protects the health and safety of the children and staff. This includes making sure all staff have the state required health assessment and TB skin test within 30 days of hiring and have Infant/Child CPR and First Aid training completed and renewed per regulations. In addition, staff must complete the 18 course on *Foundations for a Safe and Healthy Early Care Facilities Module*. The Program Director must review and document all of this information in the employees' files for review by licensing surveyors, and make sure that employees' continuing education hours includes at least 4 hours of approved health and safety training annually.
- Responsible for tracking, collecting and recording all children's immunization records and making sure they fall within state guidelines unless a legal exception has been received. In addition, must have knowledge and policies in place for a variety of childhood diseases and have policies for exclusion and possible notification of other families where required.
- Must have knowledge of all children's allergies, medications and emergency information. Documentation for this information must be in the children's files and filed with appropriate staff and posted as needed. Staff must be informed of what the allergies are, possible symptoms and what to do in the case of an emergency.
- Responsible for doing or delegating all of these items and any other situations that arise during operation that fall under health and safety including Covid exposure and contact tracing.
- **Daily Operations**- required by law to be on site 35 hours a week and is responsible for making sure a qualified individual is on site when the Director is not in attendance. The Director or individual designated by the Director is responsible for all areas of daily operations including but not limited to the following:
  - Schedule and manage staff to assure that all classrooms are staffed to cover the minimum adult to child ratio required by law. Meals and snacks must be served on time and in a sanitary fashion as required by regulations. Daily outdoor time must be scheduled and staffed to fall within licensing regulations.
  - Chooses classroom curricula that focuses on child development and assures through observations and coaching that the curricula is followed and children are on target for developmental milestones and expectations.

- Parents must have access to their children at any time they require and must have access to a person in charge within a reasonable amount of time. Parents of children under the age of 3 must have daily communication regarding their child's eating and toileting habits.
- All cleaning, maintenance, IT requests and HR requirements must be addressed in a timely manner. Daily communications such as returning phone calls and reviewing and responding to e-mails must be addressed within the same business day whenever possible.
- **Financial Management and Parent Communications-** responsible for setting the daily/weekly rates for childcare and the management of parents' billing and financial communications as well as notification of HR of childcare fees for employees who participate in payroll deduct. This includes printing year-end statements for families no longer in the Brightwheel system.
- Manages attendance records and submission of forms for the families who are part of the Military reimbursement program. Related records will be kept for 7 years.
- Responsible for making sure the nutrition program has all records they need for financial reimbursement through the CACFP program.
- Staff wages and benefits are set with input from HR and are based on a January-January fiscal year. Responsible for checking time clock and approval of leave entries in the Skyward system and making sure HR has the appropriate numbers in a timely manner.
- Applies for and manages grants and related purchases, makes program purchases and submits receipts to the district office monthly.
- **Marketing, Recruitment, Retention and Orientation of New Staff-** responsible for marketing the program, responding to requests for information, projections on when slots are or will be available, keeping and updating a waiting list if needed and enrollment of new families. The Director will notify the school district Community Relations personnel if changes need to be made to the Child Care webpage.
- Responsible for having HR advertise openings for staff and for entering all volunteers and staff in the KDHE CLARIS site for background checks. Applicants will be interviewed, hired and given orientation and training by the Program Director and other staff members as instructed by the Director. All initial training and future training records will be kept in the staff personnel files as required by licensing.
- Do evaluations of staff members on a regular basis and is responsible for any kind of disciplinary action and related records as necessary.
- schedules and provides regular staff meetings and trainings to keep staff up to date on licensing regulations and policy issues and changes.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.