



School District of Luck Daycare Director

The School District of Luck is seeking a qualified daycare director. This is a new position to the School District of Luck with the anticipated grand opening of the new daycare in August of 2018. The director must have completed all requirements for a minimum of a Level 12 Registry Certificate or have equivalent certifications. A complete job description can be found at our website (www.lucksd.k12.wi.us). The district is looking for someone to develop all aspects of the daycare program including before and after school care. This person must be self motivated and extremely organized. The director will be responsible for establishing all policies and regulations regarding the daycare along with staffing the daycare.

We are currently accepting applications until February 16, 2018.

Credentials and materials necessary to apply:

Cover Letter

Resume

Three letters of recommendation

Transcripts

Copy of license

Please send materials via mail to:

Cory Hinkel

District Administrator

Luck School District

810 7th Street South

Luck, WI 54853

or by email to:

coryh@lucksd.k12.wi.us

The School District of Luck does not discriminate on the basis of age, sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

TITLE: Daycare Director

REPORTS TO: District Administrator

QUALIFICATIONS:

- * Must have completed all requirements for a minimum of a Level 12 Registry Certificate (www.the-registry.org) with preferable Wisconsin Registry Credentials in Afterschool and Youth Development, Program Development and/or Leadership or equivalent associate or bachelor degree. Administrator or Infant/Toddler credentials preferred.
- * Knowledge of Wisconsin Department of Children and Families YoungStar requirements
- * Must be able to work cooperatively in a team situation.
- * Must be able to maintain confidentiality of teachers, students and families.
- * Must demonstrate knowledge of basic computer skills.
- * Must exhibit interpersonal skills necessary to work with team members, children, parents, school district staff, volunteers, and the public.
- * Must exhibit leadership skills necessary to supervise lead teachers, child care workers, children, and the daily activities of the program.
- * Must be able to work independently.

JOB GOALS: To efficiently and effectively plan, implement, manage and evaluate the daycare programs including before and after school care and summer care.

RESPONSIBILITIES:

- * Assure compliance with Wisconsin Department of Children and Families Youngstar child care rating program
- * Establish all daycare policies and regulations and communicate these to staff and enrolled families
- * Supervise the planning and implementation of the programming
- * Provide for the safety and comfort of staff and children in the program
- * Conduct regular performance evaluations and feedback for every daycare employee
- * Consult with District Administrator and building Principals regarding hiring, dismissal and disciplinary issues of staff according to the policies of the Luck School District
- * Supervise daycare staff and conduct and carry out personnel policies
- * Schedule staff and assure that adequate staff is available to maintain staff-child ratios
- * Perform various record-keeping to maintain the operations of the program including parent payments and reporting attendance to and payments from other agencies as needed (WI Shares, St Croix Tribal Child Care Program, etc.)
- * Approve purchase requests
- * Meet and correspond with parents as needed
- * Maintain supportive and positive relationships with students
- * Conduct regular staff meetings to communicate the policies of the program
- * Maintain the highest standard of professional behavior at all times in the program
- * Maintain effective working relationships with Lead Teachers, Child Care Workers, and volunteers to meet the goals of the daycare.
- * Maintain effective working relationships with all school staff
- * Assist daycare staff with ongoing professional development opportunities
- * Create and maintain staff handbooks, job descriptions, staff files, parent handbooks, and all marketing materials and brochures
- * Provide orientation and training to new staff
- * Resolve day to day problems relating to staff, facilities, and requisitions
- * Ensure that staff maintain accurate and orderly records/forms/files for each enrolled child