



Little Love Learning Center

Job Description

Title: Director Designee

Job Summary: The Director Designee will be responsible for the day-to-day operations of Little Loves Learning Center when the Administrator is unavailable. Help high-quality preschool for children cooperating with the Administrator in planning and evaluating program, supervising center staff, and interacting with parents and family members and the community. The Director Designee must keep and open dialogue with the Administrator.

Workstation and Assigned Area: Will serve in the Administrators office as assigned by the owner and/or Board of Directors.

Supervises: All teachers, teacher's aides, and other staff members in the absence of the Administrator.

Supervised By: The Administrator

Qualifications:

1. Be at least 21 years of age.
2. Have a High School diploma or equivalent.
3. Preferred Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds

Requirements: According to Childcare Licensing 5101:2-12-07

1. Must have all above qualifications.
2. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
3. Sign a non-conviction statement at hire and then every year after that.
4. Be fingerprinted by The Department of Job and Family Service (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
5. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
6. Complete 10 hours of in-service training yearly July 1st -June 30th.
7. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)
 - c. Communicable Disease (at hire and every 2 years)

- d. Child Abuse and Neglect (at hire and every 2 years)
- e. Center Orientation.
- f. The Employer will pay for these services.

Major Policies and Procedures the must be learned:

- 1. All ODJFS Rules
- 2. Communicable Disease and exclusion of sick children.
- 3. First aide and medical emergency
- 4. Fire, Tornado, severe weather, and lock down drills
- 5. Child abuse reporting
- 6. Discipline
- 7. Cause(s) for termination of staff and students.
- 8. All Step Up To Quality Procedures

I. Major Duties and Responsibilities:

According to Child Care Licensing 5101:2-12-07

- A. In the absence of the Administrator, be responsible for the daily operation of the childcare center and for maintaining compliance with Chapter 5101:2-12 of the Administrative Code.
- B. Be on-site when the Administrator is not.
- C. Help the Administrator with the creation, maintenance, and implementation of the policies and procedures detailed in appendix B of this rule (aka, Parent Handbook). These are to be created and updated with the owner and or board of directors.
- D. Help keep an updated copy of the Child Care Licensing Rules on file at the center.
- E. Must provide a copy of the parent handbook to all parents and employees in the center
- F. Must provide a copy of appendix C to the rule to all parents of children enrolled in the center.
- G. Help provide parents with any information necessary for the parents to compile childcare related expenses for income tax preparation, including tax identifications numbers.

II. Daily and Weekly Assignments in the absence of the Administrator

- 1. Preschool Key Holder
- 2. Open doors, check lights, and heat
- 3. Greet children and parents as they arrive
- 4. Notify parents in the event of closure due to weather
- 5. Shop for supplies
- 6. Plan special days and events
- 7. Work with parents as volunteers
- 8. Help plan the Preschool graduation
- 9. Help plan the end of the year Celebration
- 10. Coordinate the parent area with necessary information
- 11. Complete Playground inspection monthly

III. State

- 1. Complete yearly inspection.
- 2. Schedule and file fire inspections.
- 3. Keep files on children and staff.
- 4. Be familiar and comply with the licensing law.

5. Report any child abuse to the proper authorities.
6. Comply with Step Up To Quality.

IV. Staff

1. Interview and hire staff with permission from Administrator and Owner
2. Supervise the entire program.
3. Provide information on available workshops.
4. Call- in substitutes.
5. Substitute when needed.
6. Coordinate fundraisers, as necessary
7. Observe and evaluate all employees every three months.

V. Relationship with the Salem Nazarene Center

1. Must attend all Preschool Board Meetings.
2. Must submit a monthly report to the Preschool Board.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Signature of Employee

Date

	Initials	Date
CEO/Executive Administrator		