

Job Title: Director of Mother's Day Out Program

Reports to: Board of Education Chairman or their representative

This is a part time job with up to 15 hours per week for a full week of school. We follow the Calallen ISD calendar. Required hours of the school year are Tuesday and Thursday 8:30 am – 2:30 pm. Other hours are flexible depending on the duties that need to be performed. For the months of June and July you will be paid for 20 hours each month.

Duties include but not limited to:

- Manage day to day operations of the Mother's Day Out Program
- Work with the Board of Ed to develop policies
- Purchasing, bookkeeping, and payroll
- Staff hiring, training, and supervision
- Manage enrollment

Physical requirements:

Must be able to lift up to 30 lbs., use a short ladder or stepstool, reaching, bending, and stooping.

Must be able to pass a background check and have a GED or HS Diploma. Degree, coursework or experience in early childhood education preferred.

Salary per hour depends on education and experience.