



ODESSA CHRISTIAN SCHOOL

2000 Doran Drive · Odessa, Texas 79761 · 432.362.6311 · FAX 432.550.7086

www.odessachristian.org

Job Description

POSITION: Daycare Director
REPORTS TO: Principal
SALARY: In accordance with board salary schedule
HOURS: 12 month; 9:30 a.m. to 5:30 p.m. during school year with 1 hour lunch;
Hours during the summer months will vary

PRIMARY PURPOSE:

To support the school in its stated mission to empower students to love God and to seek His truth by developing their God-given talents and to teach the whole child in a Christ-centered environment emphasizing moral and academic excellence.

QUALIFICATIONS:

Minimum Education/Certification and Experience:

- Must be a least 21 years of age
- Have a high school diploma or its equivalent
- An associate's of applied science degree in child development or a closely related field with six college credit hours in business management and at least two years of experience in a licensed child-care facility preferred or
- A Child Development Associate credential or Certified Child-Care Professional credential with six college hours in business management and at least two years of experience in a licensed child-care center or
- A day-care administrator's credential issued by a professional organization or educational institution and approved by Licensing and at least three years of experience in a licensed child-care center
- Background check and FBI fingerprinting required
- The child-care center director must obtain at least 30 clock hours of training each year relevant to the age of the children for whom the child-care center provides care and as defined per section 746.1311 of Minimum Standards for Child-Care Centers. The 30 clock hours of annual training are exclusive of CPR and first aid, orientation, pre-service training requirements, and transportation safety
- CPR & First Aid Certification (may also be offered after employment, if needed)
- Orientation of the Department of Family and Protective Services Minimum Standards, OCS operational policies including discipline, guidance, and the release of children and

policy of preventing and responding to abuse and neglect of children to be completed upon employment

Other:

Faithful member of the Church of Christ preferred
Comply with school Board and administrative policies
Support and promotion of the mission of OCS
Participate in the business and activities of OCS

MAJOR RESPONSIBILITIES AND DUTIES:

- Promote and abide by the school's stated mission and vision
- Ensure the child-care center's daily operation is administered in compliance with the minimum standards for child-care centers
- Ensure all caregivers comply with the minimum standards for child care centers
- Ensure all caregivers have assignments that match their skills, abilities, and training
- Ensure all caregivers are supervised, including but not limited to, knowing what the employees are doing and ensuring that they fulfill their assignments and responsibilities
- Ensure caregivers are not regularly scheduled for more than ten hours of direct child care during a 24-hour period
- Ensure substitutes are called as necessary to meet minimum standards
- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Relate to children with courtesy, respect, acceptance, and patience
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures
- Ensure that no child is abused, neglected, or exploited while in the care of the center
- To contribute to a high standard of physical, emotional, social and intellectual care for children placed in setting
- To contribute to a planned program of activities suitable to the age range of children in conjunction with other staff
- To implement the daily routine in the setting
- Uphold standards within the setting by adhering to all policies and procedures
- To respect confidentiality of information received

WORKING CONDITIONS AND REQUIREMENTS:

- Location
 - School classrooms
 - Outside Playgrounds
- Physical Requirements
 - Walk in halls, from building to building

The above is intended to describe general purposes and responsibilities and not to represent an exhaustive list of all duties, responsibilities, and skills required