

**Bentonville Public Schools  
Job Description**

TITLE: Site Director for Childcare Enrichment Services Infant/Toddler Center  
QUALIFICATIONS: 21 or older with a high school diploma or GED  
Preschool Experience  
REPORTS TO: Administrative Team  
SUPERVISORS: Building Bridges Teachers and Aides at the High School  
JOB GOALS: Provide general oversight to the program, staff, teen parents, and  
volunteers at the Infant/Toddler Center.

**Staff and Personal Relations:**

1. Have a Positive Attitude
2. Communicate and cooperate with other staff members daily.
3. Communicate and cooperate with parents daily.
4. Promote Teamwork.
5. Be Flexible.
6. Be Punctual.
7. Take Initiative.
8. Use Good Judgement.
9. Keep information confidential.
10. Support the Building Bridges Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with the Program Coordinator and other staff.
12. Maintain communication with school personnel.
13. Maintain a professional image.
14. Be Trustworthy.
15. Be Loyal to the Administrative Team at all times.
16. Promote the Building Bridges image and reputation.
17. Be attentive and loving to children.
18. Follow instructions given by the Administrative Team.
19. Ability to work without supervision.
20. Must remain calm and be able to deal with a crisis situation.
21. Ability to manage staff.
22. Ability to make decisions based upon the Building Bridges policies and procedures.
23. Ability to handle staff-related problems with a professional attitude.

**Teaching Skills and Curriculum:**

1. Have skills in creating a fun, learning, and safe environment for children.
2. Respond to children's needs.
3. Interact with children at all times.
4. Provide curriculum materials that are developmentally appropriate.
5. Provide resources for theme-related lesson plans.
6. Review lesson plans.
7. Turn in lesson plans and Wal-Mart supply lists weekly.
8. Be cost efficient.
9. See that daily schedules are followed.
10. Design schedules for staff, group, and/or class activities.
11. Handle discipline promptly and as outlined in the Parent Handbook.
12. Communicate with parent the child's progress/discipline.
13. Control voice tone and volume.
14. Monitor playground supervision and equipment.

**Classroom:**

1. Maintain an overall safe and stimulating atmosphere.
2. Maintain clean and sanitary classroom areas and equipment.
3. Arrange classroom for optimum efficiency/usage.
4. Ensure that work and play areas are neat and organized.
5. Keep closets and shelves in order. (Lock up hazardous materials.)

#### Program:

1. Check attendance records daily.
2. Follow-up on students not there.
3. Check sign-in and sign-out sheets daily.
4. See that milk/juice count is recorded.
5. See that food program forms are accurately completed.
6. Make schedule for preparing, serving, and cleaning up after meals or snack.
7. Post necessary information for parents.
8. Check children for abuse/neglect and report to the Program Coordinator.
9. Maintain records of accidents/incidents and do follow-up.
10. Maintain records of students who need medication and administer.
11. Follow procedures for ill children.
12. Maintain current student files.
13. Maintain phone log.
14. Note any special instructions from parents.
15. Organize work efficiently.
16. Report to the Program Coordinator any problems with students, parents, or other staff, also problems you may have.
17. Collect money and deliver to Building Bridges office on Mondays.
18. Notify the Program Coordinator when an account is delinquent.
19. Send notes home to parents on accounts as needed.
20. Turn in Friday folder with time cards to the office.
21. Note when staff are late or absent.
22. Monitor staff's arrival and departure each day.
23. Check employee time cards for accuracy.
24. Oversee fire and tornado drills and post results.

#### Other Job Requirements:

1. Maintain State Requirements and Regulations.
2. Be familiar with and follow all Building Bridges Policies.
3. Attend scheduled meetings.
4. Attend at least 15 hours of training per year.
5. Train staff on Building Bridges policies and procedures.
6. Maintain an accurate student count at all times. (Staff/Child Ratio)
7. Inform the Program Coordinator of any potential problems in or around the site.
8. Ensure that each child leaves with parent or authorized person.
9. Must give notice if you cannot be at work at your scheduled time.
10. Evaluate staff's job performance.
11. Monitor service credit workers, providing them with guidance and specific duties and requirements.
12. Provide assignments and grades for service credit workers.
13. Provide assistance and referrals for teen moms.
14. Give priority to children of teen moms for space in the center.
15. Maintain communication with Parents as Teachers and any other agencies which provide assistance to teen moms and other parents, making referrals as necessary.
16. Consult with school personnel regarding plan of action for pregnant teens and teen moms.
17. Other duties as assigned.

#### Tasks:

1. Use positive approaches to help children behave appropriately.
2. Comfort children by touching, holding, or communicating.
3. Stop unsafe activities and redirect children toward safe play.
4. Talk and listen to children, even if they are too little to talk back.
5. Help supervise children during indoor and outdoor play.
6. Do not tell children they have to share but model sharing and praise sharing when you see it.
7. Do not tell children they must say, "I'm sorry," but tell children when you are sorry and praise their concern for others' feelings.
8. Provide care such as diapering, feeding, dressing, etc. in a relaxed, individual manner.
9. Perform custodial duties such as dishwashing, laundry, and cleaning.

10. Never use physical punishment, hurt, or humiliate a child.

TERMS OF EMPLOYMENT: Based on the Childcare Enrichment Services Salary Schedule

EVALUATION: Performance of this job will be evaluated based on the Childcare Enrichment Services Employee Handbook and Evaluation.

I understand and will abide by all the requirements and responsibilities of the position of Site Director.

Approved By \_\_\_\_\_ Date \_\_\_\_\_