

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Infant and Toddler Center Director

JOB CODE: 4107

DEPARTMENT: Early Childhood Programs PAY GRADE: 23 (U1)

DATE: 06/15/2012

BASIC OBJECTIVES

The Infant and Toddler Center Director will be responsible for managing a designated Infant and Toddler Center in accordance with State and District regulations and policies.

JOB TASKS/RESPONSIBILITIES

Staff

1. Provides appropriate orientation and training to center staff.
2. Supervises staff on an ongoing basis, including the development of work plans.
3. Ensures staff maintain licensure and adheres to requirements for training and continuing education courses.
4. Keeps staff aware of policy changes, locates appropriate training opportunities and makes accommodations for staff to attend.
5. Creates schedules to maintain an efficient number of staff to meet the center's needs.
6. Provides direction and support to staff to accomplish tasks.
7. Maintains current and accurate staff records (including all FL licensing required components).

Children/Families

1. Completes enrollment information (including applications, immunization and allergy records).
2. Ensures that children's records are current and accurate (includes all Florida licensing requirements).
3. Ensures that the Center meets all FL licensing requirements. This includes, but is not limited to:
 - Standards of health and safety (Sanitation)
 - Learning environment
 - Nutrition and food preparation
 - Physical safety and well-being of children and staff

4. Establishes and executes policies and procedures that ensure the well-being of children, such as:
 - Developmentally appropriate curriculum
 - Positive Behavior Management Plans
 - Safe arrival and departure
5. Maintains an environment that is tolerant and respectful of child and family cultures, values and differences.
6. Establishes relationships with individual children and families to ensure the child's needs are appropriately addressed.
7. Provides care in classrooms as needed to meet safety and licensing regulations.
8. Provides families with information and assistance with community resources.
9. Reports evidence of suspected abuse/neglect to local Department of Social Services.

Center Operation

1. Maintains the facility in accordance with FL licensing standards.
2. Maintains center records (includes emergency drills; building, fire and sanitation inspections).
3. Develops and update personnel and operational procedures.
4. Develops and maintains the annual budget. Maintains payroll records.
5. Collects and monitors parent fee payments.
6. Represents the center in the community and acts as a liaison with other agencies.
7. Establishes and maintains a healthy, safe and nurturing classroom environment.
8. Performs other duties comparable to the above and related to general management responsibilities as assigned by the immediate supervisor as the above duties describe only the typical, primary features of the job.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: lifting (up to 70 lbs.), bending, stooping, crouching, reaching, sitting on floor, crawling, standing, walking, talking, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Associate's degree or higher or have completed sixty (60) college semester hours from an accredited institution of higher education.
2. Valid Florida Director Credential 65C-22.003(4), Florida Administrative Code – level 1 or higher.
3. Valid Staff Credential.
4. Experience working with infants and toddlers, preferably as an on-site child care director in a licensed child care facility or legally exempt from licensure child care facility.