

# St. Matthew ECC Director Job Description

## Qualifications:

- Supports and fosters Catholic uniqueness of child care program.
- Respects the confidentiality of program matters.
- Demonstrates aptitude for successful performance of responsibilities.
- Appropriate combination of educational certification and/or experience.

## Education:

- Must qualify to be a center director per DHS guidelines.

## Job Goal:

To assure proper care and supervision of children in an atmosphere of efficiency, cleanliness and warmth. Maintain an orderly physical environment conducive to optimal growth and development of children. To carry out assigned tasks in order to facilitate the smooth operation of the day care program in the attendance center.

## Evaluation:

Job performance will be evaluated at least annually by the school principal.

## Supervises:

- Child care program personnel
- Jaguar Xtension program and personnel

## Performance Responsibilities:

1. Recruit, hire and evaluate the St. Matthew child care personnel and instruct them in the following:
  - a. Child care principles, attitudes and professionalism;
  - b. Discipline;
  - c. Proper methods of child supervision;
  - d. Careful planning and safe use of equipment;
  - e. Emergency and safety guidelines;
  - f. First Aid, CPR, Mandatory Child Abuse Reporting, Bloodborne Pathogens, etc;
  - g. Curriculum and planning of activities.
2. See that rules for employment are known and enforced.
3. Complete, receive approval for, and obtain proper signatures on appropriate personnel job descriptions. Proper personnel records and files should be maintained on each individual employed by the St. Matthew ECC. Director is also responsible for verifying personnel hours and payroll records and submitting these on time to the bookkeeper so paychecks can be written.

4. Responsible for the following:
  - a. Recruiting and retaining students in the program;
  - b. Public relations for the ECC and Jaguar Xtension program;
  - c. Budgeting for the ECC and Jaguar Xtension program;
  - d. Devise and implement necessary ECC and Jaguar Xtension program handbooks;
  - e. Obtain, complete and submit the necessary paperwork to proper regulatory authorities and agencies;
  - f. Maintain proper insurance coverage;
  - g. Write grants when appropriate.
5. Arrange for capable substitutes to take the place of ECC program personnel who may be absent.
6. Prepare promptly and carefully such records and reports as might be required by the board, administration, state and federal guidelines.
7. See that the regulations of the Health Department, Fire Department, DHS, CACFP, QRS and NAEYC, etc. are properly observed.
8. Regularly attend in-service for professional growth to upgrade job skills and performance.
9. Complies with mission statement, philosophies, rules and regulations of St. Matthew School, as well as the local parishes and the Archdiocese of Dubuque.
10. Respects and understand confidentiality in dealing with records and individuals.
11. Treats all students, parents, personnel, faculty and staff respectfully and in a consistent manner.
12. Considers recommendations and areas of growth comments seriously to see how the ECC program can be improved and/or changed to remain a valued program with St. Matthew School.
13. Performs other duties as directed by the Pastor and the school principal.