

**MACON RESOURCES, INC.**  
**JOB DESCRIPTION**

**Discovery Depot Director**

JOB TITLE

<u>Full-time</u>	<u>Exempt</u>
CLASSIFICATION	CATEGORY

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
ID #

\_\_\_\_\_  
DEPT.

**GENERAL DESCRIPTION**

Under direct supervision of the Director of Independence Pointe, the Discovery Depot Director is responsible for the day-to-day management of the Discovery Depot (Child Care Center) which meets applicable local, state, and federal laws; licensure/certification/accreditation regulations; and agency policies and procedures meeting the needs of the children, staff, and parents. Researches, develops, and implements all improvements on expansion initiatives for the child care center.

**ESSENTIAL JOB RESPONSIBILITIES**

1. Ensures and defines policies and procedures pertaining to the total operation of the Child Care Center.
2. Conforms to all health, safety, and licensing regulations and assures compliance with applicable local, state and national regulatory agencies.
3. Works with other staff as necessary on defining admission, attendance and tuition policies while assisting in keeping records and completing documentation specific to Day Care operations.
4. Handles all problems related to the administration of the day care and involves the Director of Independence Pointe when necessary.
5. Plans and implements a program for professional growth.
6. Schedules the use of shared classroom space and supervises the management of classroom schedules.
7. Consults with the Director of Independence Pointe when resolving problems beyond their authority (i.e. parents threatening legal action, termination of a staff member, abuse reporting).
8. Manages the day care operations consisting of:
  - a. Records and documents per DCFS requirements
  - b. Implements indoor/outdoor safety program and activities.
  - c. Basic bookkeeping/record keeping.
  - d. Handling of forms of money.
  - e. Maintaining a professional library.
  - f. Maintaining health history records, physician's reports for children and personnel (staff) files according licensing standards.
  - g. Follows health programs for the day care center, abiding by shot record policies, nurse's log and recommendations.
  - h. Arranging for substitute teachers/aides/cooks.
  - i. Advertising and public relations to promote enrollments.
  - j. Developing a monthly newsletter including calendar, schedule, etc.
  - k. Communicating with parents, childcare staff and other personnel.
  - l. Enrolling children on first-come basis.
  - m. Maintaining a referral system for children who have special needs.
  - n. Being available to community groups for public events that pertain to early childhood and to family life as a whole.

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9. Operates within the budget and:
  - a. Does weekly invoice checks,
  - b. Monthly CCRS figures with the Director of Independence Pointe.
  - c. Keeps records of any grants, reimbursements for PDF, CCAP monthly reports.
  - d. Purchases equipment, supplies, and arranges for repairs and maintenance.
  - e. Follows established system for collecting enrollment fees and tuition.
10. Keeps abreast of research and new developments in the field of early childhood.
11. Obtains and plays an active role in the proper amounts of professional development.
12. Promotes a positive working relationship with the staff while willing to work in classroom when needed.
13. Maintains professional conduct, attention to detail, and confidentiality regarding the families and the business.
14. Assists in planning, implementing, and developing an in-service training program for the staff, the curriculum and daily, weekly, and yearly plans and:
  - a. Directs and oversees the development of daily schedules and lesson plans.
  - b. Interviews and familiarizes prospective parents with Center policies and procedures.
  - c. Keeps informed of the Center's legal responsibilities and liabilities.
  - d. Follows grievance procedure for parents.
  - e. Prepares safety activities to instruct children.
  - f. Has frequent interaction with children.
  - g. Maintains open lines of communication with parents and guardians through verbal and written correspondence.
  - h. Uses positive discipline and guidance techniques.
  - i. Maintains staff and parent handbook
  - j. Participates and implements the indoor/outdoor safety program in conducting fire, tornado and other emergency drills.
15. Implement procedures for meeting with individual staff members to solve any problems that may occur and:
  - a. Recruits, interviews, trains, supervises, and evaluates staff.
  - b. Performs yearly staff evaluations and recommends staff for permanent status or separation after trial employment period.
  - c. Establishes staff meetings as needed.
  - d. Assures effective utilization of all staff.
  - e. Fosters high morale and group effort.
  - f. Encourages an ethnic and socio-economic balance
16. Keeps Director of Independence Pointe abreast of enrollment and community needs.
17. Works with local educational institutions arranging for observations, tours, volunteering, in-service hours and in-student teaching opportunities.
18. Welcomes visitors to the Center and arrange for the visit to be pleasant and worthwhile.
19. Attends and participates in professional conferences, lectures, and other educational events.

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20. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
21. Practices and enforces MRI Safety Policies and Procedures and assures the safety of employees persons/families served, agency guests, and agency property.
22. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
23. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

### NON-ESSENTIAL JOB RESPONSIBILITIES

None

### SUPERVISORY RESPONSIBILITIES

Assistant Director  
Teacher  
Cook  
Tutor

Administrative Assistant/Kitchen Supervisor  
Teacher's Assistant  
Helper

### JOB QUALIFICATIONS

1. Must be at least 21 years of age.
2. Must have 60 semester hours (or 90 Quarter hours) of credit from an accredited college or university with 18 semester (or 27 quarter hours) in courses related directly to child care and/or child development from birth to age six; or
3. Must have two years (3120 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center, 30 semester hours (or 45 quarter hours) of college credits with 10 semester or 15 development, and proof of enrollment in an accredited college or university until 2 years of college credit have been achieved. A total of 18 semester hours (or 27 quarter hours) in courses related directly to child care and/or child development is required to be obtained within the total two years of college credits; or
4. Completion of a credentialing program approved in accordance with Appendix G of this Part, completion of 12 semester or (18 quarter hours) in courses related to child care and/or child development from birth to age 6 at and accredited college or university, and 2 years (3120 clock hours) child development experience in a nursery school, kindergarten or licensed day care center.
5. Must be able to adhere to the Safety Policies and Procedures of Macon Resources Inc. (MRI).
6. Must be able to complete MRI training requirements.
7. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.

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8. Must be able to adapt to frequent change and perform adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
9. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public
10. Must be able to identify and implement creative solutions to problems.
11. Must be able to organize and prioritize work.
12. Must be able to work flexible hours.
13. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical Payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
14. Must be able to meet the following physical capabilities:
  - a. Lift and carry 50; able to assist in lifting and transferring an individual who is non-ambulatory from sitting to standing; standing to lying; and back to sitting from all positions.
  - b. Full range of mobility -- pull, push, turn, stoop, kneel, reach, bend.
  - c. Stand for up to 45 minutes.
  - d. Vision correctable to 20/20 or sufficient to complete job responsibilities.
  - e. Exhibit manual dexterity.
  - f. Adequate hearing.
15. Must be able to counsel, advise, teach, resolve conflicts, and direct staff, individuals and families.
16. Must be able to utilize a phone, computer, word processing software, E-mail, and the filing system.
17. Must have a means of notifying his/her supervisor if unable to report to work.
18. Must be able to summarize, synthesize and analyze data/information.

CONCEPT: 04/88

Revised: 05/17