



POSITION: CHILD LEARNING ACADEMY DIRECTOR

REPORTS TO: COORDINATING DIRECTOR OF EARLY CHILDHOOD SERVICES

CONTRACT PERIOD: 226 DAYS - 12 MONTHS **POSITION CONTROL:** 20926877

SALARY: LOCAL PAY GRADE: APQ **SALARY RANGE:** \$87,216 – \$96,300

PRIMARY PURPOSE: Provide administrative leadership and daily management to the Richardson ISD Employee Daycare Programs (Child Learning Academies) including hiring, training, program development, budget and licensing.

**QUALIFICATIONS
AND SPECIAL
SKILLS:**

Education/Certification

- Bachelor's degree in Education with a concentration in Child Development or Early Childhood Education
- Valid Texas teaching certificate (preferred)
- Licensed Child-Care Center Director (or eligible)
- CPR and First-Aid Certification (preferred)

Experience

- Three-five years of experience as a child-care center director (preferred)
- Three years of experience teaching young children (preferred)

Special Knowledge and Skills

- Comprehensive knowledge and understanding of the Texas Health and Human Services Minimum Standard for Child-Care Centers and licensing requirements
- Working knowledge of developmentally appropriate early childhood curriculum, instruction and social emotional learning
- Strong organizational, communication, public relations and interpersonal skills
- Ability to plan, coordinate, and implement multiple program operations

**MAJOR
RESPONSIBILITIES
AND DUTIES:**

- Implement and maintain high-quality child-care standards based on developmentally appropriate practices.
- Develop, implement and oversee policies and procedures for the operations of the child-care centers.
- Assist in the interview, selection/hiring process, and personnel management including orienting new staff members.
- Develop annual budget for child-care programs and maintain/evaluate expenditures through the fiscal year.
- Actively participate in the development, supervision, and evaluation of educational and instructional program curriculum.
- Coach and develop teachers and staff by giving individual feedback and aligned professional development appraisal opportunities alongside the Site Coordinator(s).
- Assure consistent compliance with Texas Health and Human Services Minimum Standard for Child-Care Centers and licensing requirements.
- Develop and conduct annual performance evaluations for child-care site coordinators, support site coordinators with staff evaluations.
- Attend professional development to maintain an understanding of the current best practices of curriculum and administrative functions of a child-care program; share learning with staff.
- Collaborate and communicate in a professional manner with district employees in every aspect of the job.
- Demonstrate awareness of daycare and community needs and initiate activities to meet those needs.

- Use appropriate and effective techniques to build and maintain family and community relationships through parent and community involvement.
- Promote and support a safe learning environment - physically, intellectually, and emotionally.
- Promote a culture of inclusiveness by actively demonstrating respect for diverse racial and cultural circumstances and experiences.
- Other duties as assigned; including but not limited to, changing diapers, covering classrooms, etc.

MENTAL AND PHYSICAL DEMANDS, & ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals, calculator, copier, fax machine, cellular phone, instructional equipment
Posture: Sitting, standing, keyboarding/mouse, speaking clearly, hearing, visual acuity, traveling
Motion: Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching
Lifting: Moderate (15-44 pounds); Moderate carrying (15-44 pounds)
Environment: Work alone, work prolonged and irregular hours
Mental Demands: Maintain emotional control under stress; frequent interruptions

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED: 
 Christopher B. Goodson, Ed.D.
 Assistant Superintendent – Human Resources

DATE: 10-4-2022

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.