

ROCKFORD PUBLIC SCHOOLS
Rockford, Michigan 49341

JOB POSTING

Mr. Jamie Hosford, Assistant Superintendent, Human Resources
August 4, 2011

Director of Child Care Services
(52 week position)
Rockford Public Schools
Community Services

Required: Michigan Teacher Certification
Early Childhood Endorsement (ZA) Preferred

SUMMARY: Responsible for the coordination of all Child Care Programs; including Child Development Lab-Preschool, Ola Amigos, Montessori, Preschool Enrichment Child Care Center, Kindergarten Enrichment Care, Before and After School Care and activities, and Summer School-Age and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledge and experience with licensing rules and regulations through the State of Michigan
- Develop in-services for Child Care Services staff
- Selection and training of Child Care Services staff
- Annual evaluation of Child Care Services staff
- Conduct Bloodborne Disease and Pathogens training for Child Care Services staff
- Coordinate with staff in development of curriculum, field trips, staffing plans for in-service, conference and vacation days
- Coordinate district's Child Care Services registration processes
- Monitor budget process for Child Care Services programs, tuition billing, and the purchase of supplies
- Coordinate parent communications and brochures
- Facilitate monthly staff meetings
- Maintain a central filing system for all communications, correspondence, publications, forms, brochures, etc.
- Other duties as assigned by the Superintendent or his designee

SUPERVISORY RESPONSIBILITIES: Supervise Child Care staff and students

SALARY: Commensurate with applicable degree, experience and qualifications

CONTACT PERSON:

Lisa Jacobs, Executive Director of Community Services – 616 863-6322 ext. 5202

INTERESTED AND QUALIFIED CANDIDATES ARE TO APPLY ONLINE. PLEASE CLICK ON THE EMPLOYMENT OPPORTUNITIES LINK AT WWW.ROCKFORDSCHOOLS.ORG TO COMPLETE AN ONLINE APPLICATION.

MRS. LISA JACOBS, EXECUTIVE DIRECTOR OF COMMUNITY SERVICES
ROCKFORD PUBLIC SCHOOLS
ADMINISTRATION OFFICES
350 N. MAIN
ROCKFORD, MICHIGAN 49341

DEADLINE FOR APPLICATIONS: UNTIL FILLED