



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

**NOTICE OF VACANCY**  
**(date)**

**POSITION:** CHILD CARE DIRECTOR

**LOCATION:**

**JOB SUMMARY:** The Child Care Director will oversee the child care program at an elementary school. The Director will work with the child care staff to ensure that a quality early learning experience will be provided for the children of this center. The Director will manage all administrative aspects of the child care program in connection with the Central Office administration.

**REPORTS TO:** Child Care Coordinator, Early Childhood Supervisor, and Principal

**KNOWLEDGE, ABILITIES, AND SKILLS:** (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must:

1. Be at least twenty-one (21) years of age.
2. Hold a high school diploma or possession of a General Education Development (GED) Certificate.
3. Director's Certification from Office of Child Care (OCC) and the specified number of hours of experience and training required through OCC.
4. Have successfully completed 9 clock hours of approved preservice training in communicating with staff, parents, and the public and 3 semester hours, or their equivalent, of approved administrative training.
5. Have successfully completed 6 semester hours or 90 clock hours, or their equivalent, of approved preservice training and one of the following:
  - a. 800 hours of experience working under supervision primarily with school age children;
  - b. 1 year of college, or
  - c. A combination of experience and college that together are equivalent to 1 year.
6. Provide evidence during each year of employment (after 1991) of completing 12 clock hours of approved continued training.
7. Strong leadership and interpersonal skills.
8. Ability to work with data and budgets.
9. Able to write clearly and concisely.
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises the children enrolled in the child care program with Calvert County Public Schools.
2. Conducts program activities within safety standards and policies of the program.
3. Complies with all State and Federal regulations.
4. Completes required documentation for program's license renewal with the Office of Child Care.
5. Communicates with parents and staff as needed.
6. Plans, develops, organizes, and maintains programs and systems for staff, parents and students to ensure quality child care.
7. Inventories and supplies requests for program.
8. Performs all work in accordance with the Office of Child Care.
9. Assures that all contacts with parents, staff, and students will be conducted in a courteous manner and demonstrating concern for the needs of all participants.
10. Guards and protects all information of a confidential manner.
11. Thinks, concentrates, and interacts positively with others.
12. Comes to work regularly and promptly.
13. Works under stress and meets all deadlines.

**OTHER JOB DUTIES:**

Performs related work as required or assigned by the Before & After School Child Care Coordinator and/or the Child Care Director.

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking, and is performed in a typical school environment. .

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:** Ten (10) month position and salary commensurate with qualifications applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

**FLSA STATUS:** Non-exempt.

**EFFECTIVE DATE OF POSITION:** Immediate vacancy.

**APPLICATION PROCEDURE:** Application deadline is September 8, 2016 at 4:30 p.m.

Option 1: **Current Calvert County Public Schools employees** need to submit interest via AppliTrack on CCPS website, [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed external application thru AppliTrack, including a minimum of three references with e-mail addresses via our website [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us). References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity to meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.