



BUFORD CITY SCHOOLS

CHILDCARE DIRECTOR

Employment Terms

- 240 days

Reports To

- Superintendent; Assistant Superintendent

Required Training and Experience

- High School Diploma or GED
- Basic computer operation
- Background in Childcare

Primary Function

- The Childcare Director is the leader in all matters pertaining to the general operation of the Buford Employee Childcare programs and insures that all children are provided with optimum opportunity for personal and social growth.

Responsibilities/Duties

- Coordinates child care/pre-school programs for the Buford Employee Childcare.
- Oversees the overall instructional program, utilizing developmental philosophy.
- Monitors and evaluates performance of staff.
- Communicates with staff and Central Office personnel to exchange information, coordinate activities, maintains communication between the center and home, maintains a positive image through community relations, and guides auxiliary organizations.
- Provides opportunities for professional growth for employees, and assists staff in the process of needs assessments by establishing objectives and evaluating performance.
- Assumes responsibility for fiscal management of Childcare Center.
- **Performs other duties as assigned.**



BUFORD CITY SCHOOLS

CHILDCARE WORKER

Employment Terms

- 190 days

Reports To

- Childcare Director

Required Training and Experience

- Eighteen (18) years of age or older.
- High school diploma or general education diploma (GED) or one (1) year's qualifying child care experience.

Primary Function

- The Childcare Worker provides safe childcare with optimum opportunity for personal, social, and educational growth.
- The Childcare Worker frequently performs the following physical activities:
 - Moving around
 - Bending
 - Reaching
 - Kneeling
 - Pushing
 - Pulling
 - Lifting up to 50 pounds at a time
- The Childcare Worker provides children with assistance with the following: personal hygiene, medical needs, toileting, diapering, lifting, and feeding.
- The Childcare Worker supervises children and participates with children in activities.

Responsibilities/Duties

- Functions as a childcare provider
- Guides appropriate child development.
- **Performs other duties as assigned.**