LANESBORO SCHOOL DISTRICT #229 is accepting applications from qualified individuals for the position of **Child Care Center Director or Office Manager**. Director position must meet state requirements MN 9503.031. Office Manager must have three (3) years of relevant experience in an office setting, be computer proficient, and have strong communications skills. Applications and complete position description/requirements can be found on our school website (www.lanesboro.k12.mn.us) or may be picked up at the school office, 100 Kirkwood St E Lanesboro, MN. Send application to Matt Schultz - Superintendent, 100 Kirkwood St E, Lanesboro MN 55949. Deadline is April 18, 2018. EOE

**Position Description**

Lanesboro Child Care Center (LCCC), the first public school operated daycare center in Minnesota, provides a safe, caring atmosphere for children while focusing on social-emotional, physical, and intellectual development. A recent expansion of our facility has grown our capacity to 80 during the school day with room for up to an additional 40 school-age students before and after school.

As a key component of Lanesboro Schools’ educational mission, LCCC provides comprehensive infant, toddler, preschool, and school-aged care based on best practices, including our newly adopted *The Creative Curriculum* program that will align our early learning practices from birth to Kindergarten. This is a management position in that the Director/Office Manager will be responsible for staffing 15 current employees in the Center.

The Director/Office Manager must have the skills to develop a written child care program plan addressing supervision; age categories and number of children served; days and hours of operation; have stated goals and objectives; specify activities; documentation of each child's progress; and daily schedule. When a program admits a child with special needs, the program must ensure that an individual child care program plan is developed to meet the child's individual needs.

The Director/Office Manager must develop and implement/update written policies in the following areas:

- **Behavior guidance.** This includes positive behavior guidance, unacceptable behavior procedures, and prohibited actions.
- **Information for parents.** At the time of enrollment, parents must be provided with written notification of the: ages and numbers of children served; hours of operation; educational methods; political, religious, behavioral, and philosophical ideology; parent rights; parent conferences; health care summary; sick care policies; first aid; medication administration; parental permission; pet policy; visiting procedures; and grievance procedure.
- **Emergency and accident policies and records.** The Director/Office Manager must keep a record of incidents, emergencies, accidents and injuries that occur. Policies must address: first aid; safety rules; daily inspections for hazards; fire prevention; disaster procedures; missing child procedures; unauthorized pick up of child; medical emergency; recording procedures; and annual analysis of center policies.
- Health policies. Director/Office Manager must have approved health policies; have a health consultant review the center's health policies annually, including first aid, safety, diapering and sanitation. Director must follow required procedures for immunizations, notices about sick children, administration of medicine, and sanitation practices concerning toilet facilities, diaper changing and hand washing.
- Mandated reporting policies and procedures. The Director/Office Manager must develop policies and procedures for reporting suspected maltreatment and for reporting complaints about the program.
- Risk reduction plan. The Director/Office Manager must develop a risk reduction plan that assesses risks to children served by the center and establish procedures to minimize identified risks.
- Maintain updated files including: parent information; personnel records; children's records; child care program plan; emergency and accident records; staff distribution schedule; separation reports; health consultant reports, and attendance records.

Requirements - Director

9503. 0031 DIRECTORS

Must be at least 18, hold a high school diploma or equivalent, have at least 1040 hours of paid or unpaid staff supervision experience and have at least 9 quarter credits, or 90 hours, earned in any combination of accredited courses in staff supervision, human relations, and child development.

Requirements - Office Manager

Must have three (3) years relevant experience in an office setting. Must have a minimum of a High School diploma, 2-year or 4-year degree preferred. Must be computer proficient, with expertise in excel and strong communication skills. Must have the ability to manage several tasks and respond appropriately to deadlines.

Additional requirements

If a Director/Office Manager functions as a teacher or develops or revises the child care program plan, the director must meet the qualifications of a teacher specified in part 9503. 0032. For specifics, see the child care rule, Minn. Rules 9503. 0005-. 0170 and Minn. Stats. 245A, 245C and 626. 556.