

Darrell Renfroe,
Director
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Department of Social Services
106 East Morgan Street
Brevard, NC 28712

November 7, 2019

NOTICE OF POSITION AVAILABLE

CLASSIFICATION: Developmental Day Care Director II
DEPARTMENT: Child Development (New Adventure)
SALARY: GRADE 116 \$47,815.35 - \$74,113.79

QUALIFICATIONS: This is an administrative and supervisory position in the directing of a medium sized comprehensive developmental day program for children aged birth through five including typically developing children and children referred for meeting their special needs. Employee is responsible for planning, developing and directing a comprehensive child development program including recreational activities, food service, pre-school educational activities, curriculum plans and observing the work being performed. Responsible for conducting performance evaluations and planning with employees, monthly staff and safety meetings. Maintains a variety of records and files related to enrollment, attendance, fees, food service and staff time. Compiles data to fulfill licensure/certification requirements. Provides building supervision for housekeeping function and building maintenance. Requires considerable knowledge of growth and development of young children and the planning of programs appropriate to meet their needs. General knowledge of business management aspects of operating a child care facility.

MINIMUM EDUCATION/EXPERIENCE: Graduation from a four year college or university with a degree in early childhood education, preschool education, child development, special education, or elementary education and two years of experience working with young children with or at risk for developmental delays, developmental disabilities, or atypical development in a child care center, kindergarten or elementary school; or an equivalent combination of education, training, and experience.

Preference may be given to applicants with a Level III North Carolina Early Childhood Administration Credential and four years of full time verifiable early childhood experience in an early childhood center teaching young children; or four years of child care administration experience; or a combination of both types of experience to meet the highest level of points under the Enhanced Education Standards for On-Site Administrators under the rated license system.

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts to NC Department of Commerce, Division of Work Force Solutions, 45 Oak Park Drive, Brevard, NC 28712 or to Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101, Brevard, NC 28712.