



Job Description: Director

Department:
Reports to: Owner

Job Summary:

Provides a safe learning environment and quality education programs for children. Responsible for effective operation of the child development center which includes recruiting and managing staff, establishing and meeting enrollment and revenue objectives, providing ongoing communication with parents, and cost management of the Center.

Essential Functions/Job Responsibilities:

- Establishes an environment focused on quality, safety and education by ensuring proper implementation of curriculum and maintaining the integrity of the program.
- Communicates clearly, concisely and accurately with parents, staff, other company personnel, and vendors in order to ensure effective operations of the Center.
- Analyzes financial statements, enrollment information, personnel reports, and other information to control costs and ensure the financial success of the Center as deemed by Center Owner.
- Actively markets the Center by conducting visits in the community to promote the Center, build new enrollments and retain current families.
- Manages the Center to comply with all federal, state and local regulations and Company policies, procedures, programs and processes.
- Recruits, hires and develops Center staff.
- Plans work schedules, maintains substitute back up list, supervises staff, assist in lesson planning and evaluates staff performance.
- Ensures appropriate teacher-child ratios and minimum state teacher qualifications are met.
- Accurately maintains required records on staff and children.
- Handles personnel matters, documents issues as needed and communicates with all essential parties (Owner, Licensing)
- Effectively resolves problems related to the operations of the Center in a timely manner. Takes proactive actions to avert problems that can hinder efficient center operations.
- Ensures the Center provides a safe and healthy environment by frequent walk-throughs and scheduled cleanings.

Skills & Abilities:

- Strong leadership & team building skills
- Demonstrates integrity, honesty, and professionalism

- Ability to problem solve and manage conflict
- Ability to build successful relationships and influence people at all levels.
- Strong communication skills, both verbal and written
- Excellent customer service skills
- Ability to meet deadlines
- Ability to work flexible schedule consistent with hours of operation, and ability to adapt hours to the needs of the business
- Proficient in basic computer skills, including Microsoft Office
- Commitment to complete annual state licensing training requirements
- Ability to balance multiple priorities

Qualifications:

- Experience as Director in a licensed childcare center
- Must have or be able to obtain a Commercial Driver’s License, CPR, and Fire Safety and any other training required by regulatory agencies.
- Must possess State-specific Director’s credentials
- Knowledge of Childcare Licensing laws
- Knowledge of Early childhood education curriculum
- Knowledge of sound business practices including strategic thinking

Education required:

- Degree in early childhood education, child development, or related field, and/or CDA.

Experience required:

- 2 years of experience in a licensed childcare environment with at least 1 year of experience as a Director of a licensed childcare center.

Abilities including physical requirements:

Check (x) all that apply to this job.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Lifting up to 40 lbs | <input checked="" type="checkbox"/> Use of Hands to Finger, handle or feel |
| <input checked="" type="checkbox"/> Carrying up to 40 lbs | <input checked="" type="checkbox"/> Physical Coordination |
| <input checked="" type="checkbox"/> Stooping, Bending | <input checked="" type="checkbox"/> Eye-Hand Coordination |
| <input checked="" type="checkbox"/> Kneeling, Squatting | <input checked="" type="checkbox"/> Close vision |
| <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Distance vision |
| <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Color vision (ability to identify/distinguish color) |
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Depth perception (ability to judge distance) |
| <input checked="" type="checkbox"/> Climbing, balancing | <input checked="" type="checkbox"/> Hearing |
| <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Speaking |
| <input checked="" type="checkbox"/> Overhead Reaching | <input checked="" type="checkbox"/> Repetitive Motion |

Work Environment

The work environment is primarily indoors with adequate lighting and temperatures with some exposure to outdoor weather conditions. The noise level is moderate.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Signature: _____ Date: _____