



CHILD DEVELOPMENT CENTER DIRECTOR
Position Description

December 2016

ACCOUNTABILITY: Reports to Pastor

**SUPERVISORY
RESPONSIBILITY:** Supervisor

FLSA STATUS: Exempt

HOURS: Full-time

GENERAL SUMMARY: In partnership with the ministry of the pastor, this position directs the functions of the child development center so that every child knows they are a gift from God and have the potential to be great. The director maintains compliance with state requirements and prepares children for school in accordance with sound child development practices and Catholic teachings.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Foster the belief that every child is a gift from God and has the potential to be great through the curriculum and care provided at the center.
- Maintain all aspects of running the day to day activities and responsibilities of running the center.
- Research and implement best practices regarding child development in line with Catholic teaching.
- Ensure that preschool children are prepared to enter Kindergarten.
- Partner with families for the care and education of their children. Must have at least weekly contact with parents; must be visible and available to parents as they drop off/pick up children.
- Recruit and hire the best day care/classroom aides available to meet the needs of the children.
- Effectively supervise, and coach employees to meet or exceed established goals; Discipline employees who don't.

- Exhibit sound decision making processes and strong communication skills with the pastor, staff, and families.
- Ensure a business model that meets all state requirements and sustains the operation of the center.
- Handle all daily financial matters, including but not limited to, tuition payments, purchasing supplies, employee schedules, and payroll.
- Develop and maintain a balanced budget.
- Comply with all state licensing requirements.
- Develop and maintain an updated emergency plan as required.
- Utilize social media, the center's website, and newsletters to promote the center and effectively communicate with families.
- Ensure professional development opportunities are provided for staff as needed.
- Ensure confidentiality of all administrative records at all times.
- Track all inquiries, convert inquiries to tours, and convert tours into enrollments.

KNOWLEDGE, SKILLS, AND ABILITIES

Education: Bachelor's degree in elementary education with a focus on early childhood development. ZA or ZS endorsement required.

Experience: Must have at least one year of experience in a daycare setting in a supervisory capacity.

Require: Must be a practicing Catholic with a clear understanding of Catholic teaching. Must be certified in CPR, First Aid, and Blood Borne Pathogens or obtain certification upon hire. Must complete a tuberculosis test and provide a doctor's documentation. Must pass a criminal history background check. Must complete Protecting God's Children training provided by the Diocese.

Physical Demands: While performing duties, employee must be able to stand, stoop and bend. Must be able to get onto and up off of the floor when working with children. Employee is expected to work onsite, Monday through Friday. Employee must be able to lift up to 50 lbs.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.