



## Position – Center Director

**Reports To:** Board of Directors

**Positions Supervised:** Child Care Teachers, Assistant Child Care Teachers, Kitchen Staff, Office Manager and Janitorial Staff.

**Hours:** Minimum 20 hours. Preferred 32-40.

### Position Summary

The Center Director is responsible for ensuring the health, safety and quality of education for all children within the center's care. The Center Director hires, supervises and leads staff, plans and oversees daily activities, and manages center finances.

### Essential Responsibilities

- Determine allocation of funds for staff, supplies, materials and equipment, and authorize purchases.
- Create weekly invoices for tuition, and direct deposit transactions.
- Review and interpret government codes and develop procedures to meet codes and to ensure facility safety, security, and maintenance.
- Facilitate Board of Director meetings (create agenda, type minutes, prepare any necessary materials such as financial reports) & act as liaison between staff and BOD.
- Facilitate monthly staff meetings.
- Hire, train, supervise and evaluate all staff according to law and regulations.
- Consult with outside agencies to ensure all licensing and corporate operations are proper.
- Maintain personnel records as required by law.
- Collaborate Board of Directors to create annual budget.
- Author and revise hire agreements, staff contracts, policies and procedures.
- Monitor staff continuing education requirements and oversee continuing education of staff.
- Create a weekly children's attendance schedule.
- Ensure website and social media is current.
- Monitor children's progress and provide children and teachers with assistance in resolving any problems.
- Plan, direct, and monitor instructional methods and content of education, vocational, or child activity programs. Responsible for the current curriculum to meet the needs of the children in relationship to their cultural, socioeconomic background, emotional or physical handicap, individual lifestyle and pace of learning.
- Determine the scope of educational program offerings, and prepare drafts of program schedule and descriptions, to estimate staffing and facility requirements.
- Work with parents to solve behavior concerns: arrange parent conferences as necessary and address parent complaints.
- Confer with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems.
- Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.
- Set educational standards and goals, and help establish policies, procedures, and programs to carry them out.



- Review and evaluate new and current programs to determine their efficiency, effectiveness, and compliance with state, local, and federal regulations, and recommend any necessary modifications.
- Prepare and submit budget requests or grant proposals to solicit program funding.
- Collect and analyze survey data, regulatory information, demographic and employment trends, to forecast enrollment patterns and the need for curriculum changes.
- Promote public awareness & positive image of the center by informing businesses, community groups, and governmental agencies about educational needs, available programs, and program policies.
- Assist as needed throughout the Center in the absence of staff.
- Develop and participate in the center's activities such as parent's night, fundraising events, etc.
- Foster a pleasant, comfortable atmosphere for staff, parents and children.

#### **Education, Experience and Training:**

- Associates or bachelor's in education or early childcare.
- Have at least 240 hours of experience as a childcare teacher in a licensed childcare center or other approved setting.
- Complete the required training requirements as listed in DCF 251.05(3)(e)3.d (prior to beginning as Center Director).
- Business management skills & current knowledge of federal and state daycare law requirements
- Knowledge of child safety requirements and up to date on first aid protocol
- Excellent communication skills
- Strong crisis management abilities
- Leadership skills to keep staff motivated and resolve conflicts

#### **Occupation is physically demanding. This includes but is not limited to:**

- Lifting, carrying, pushing and/or pulling 10lbs-100lbs
- Sitting for extended periods of time
- Walking, climbing, crawling, squatting and/or kneeling
- Vision (Color, Peripheral, Depth Perception)
- Sense of Sound (The ability to detect or tell the difference between sounds that vary over broad ranges of pitch and loudness.)
- Sense of Touch

*BCDC has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and BCDC reserves the right to change this job description and/or assign tasks for the employee to perform, as BCDC may deem appropriate.*