

JOB DESCRIPTIONS

Director

Job Summary

Effectively operates and manages all aspects of a child care center, including human resources, customer relations, marketing, educational programs, financial responsibility, and physical facility. Promotes positive image of the program within the community and establishes strong working relationships with state licensing authorities, local and county health departments, and other regulatory agencies.

Primary Duties and Responsibilities

General

Ensures center compliance with all federal, state, and local regulations.

Implements health and safety standards; ensures that appropriate supervision of children and safe transportation practices are utilized daily.

Completes all required paperwork and record keeping on a timely basis and maintains same in an organized, up-to-date manner. This includes all program files such as student, employee, vehicle, driver, health, and safety files.

Keeps owners apprised in a timely manner of all critical areas of responsibilities, including serious student accidents, employee issues and significant events. Develops and maintains a strong working relationship with all state licensing authorities, vendors and community contacts.

Customer Service

Develops and actively maintains positive communications with parents.

Recognizes parent concerns, evaluates course of action and responds appropriately to needs of parents.

Communicates parent concerns to other staff members and owners as needed.

Responsible for keeping de-enrolled children to a minimum; determines reasons for loss enrollment and addresses problem areas contributing to loss enrollment.

Educational Program

Ensures that curriculum is appropriately implemented throughout the program and meets state requirements for each age group.

Works to ensure that the staff is effectively trained on curriculum and established early childhood principles.

Works to get program to the highest level with licensing and maintains this standard once it is met.

Financial Responsibilities

Is familiar with and able to create a program budget to ensure all resources are effectively managed and within budgetary constraints. Creates new budgets each year that best meets the programs needs and goals.

Ensures that computer-related record keeping requirements are met, to include tracking monetary transactions with customers and vendors. Approves invoices and provides all necessary paperwork to accounts payable for payment and audit purposes.

Maintains appropriate receipts on all credit card and bank transactions in an organized manner.

Ensures that accounts receivables are closely managed; takes appropriate action with non-paying accounts.

Maintains accurate financial accounting of program operations, protects program's monetary assets. Ensures program supplies and equipment are inventoried and appropriately maintained.

Human Resources

Recruits, selects and properly trains qualified staff. Develops staff through program growth and guidance plans. Maintains professional working relationships with program staff.

Anticipates staffing needs, prepares and posts weekly staffing schedule and modifies it according to daily student counts in each classroom. Ensures that state and local regulations are met at all times. Counsels staff regarding performance issues via employee handbook and policy and procedures for corrective action.

Evaluates staff on a yearly basis with a written performance review, and at other times as needed; recommends merit raises for staff within program guidelines.

Marketing

Responds and follow up on enrollment inquiries. Gives prospective customers tours of the program and detailed information about the program's educational philosophy and classroom teachers. Ensures that other program staff are also trained on marketing the program in directors' absence.

Works to develop marketing strategies to increase capacity utilization; utilizes community-based marketing techniques and other appropriate marketing methods.

Physical Facility

Maintains building, equipment, and grounds to ensure a safe environment that meets program and licensing safety standards.

Maintains a clean, safe, and healthy environment through scheduled cleaning and frequent safety checks.

Coordinates equipment and facility repairs; ensures timely completion of repairs to minimize any risk of injury to others.

Reporting Relationships

The director reports to the owners. All program staff report to the director.

Qualifications

The director must meet or exceed state licensing requirements for age, education, and experience. A Bachelor's or Associates degree in Early Childhood Education is preferred.

The Director must be qualified to drive the company vehicles when needed.

The Director must be willing and able to work in any classroom as needed to meet the program needs.

The Director must maintain a minimum number of continuing education hours each year.