

## Childcare Center Director

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**Department:** Executive  
**Job Title:** Childcare Center Director  
**Reporting to:** CEO  
**FLSA Status:** Exempt/Non-Hourly

### Job Summary:

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Plans, directs and coordinates the academic and nonacademic activities of Preschool and Childcare Center and programs. Supervises Assistant Directors and Lead Teachers and oversees all Center activities and programs.

### Essential Duties and Responsibilities:

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- Monitors students' progress and provide students and teachers with assistance in resolving any problems.
- Confers with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.
- Sets educational standards and goals and helps establish policies, procedures and programs to carry them out.
- Plans, directs and monitors instructional methods and content of educational, vocational or student activity programs and services.
- Determines allocations of funds for staff, supplies, materials and equipment and authorize purchases.
- Determines the scope of educational program offerings and prepares drafts of program schedules and descriptions to estimate staffing and facility requirements.
- Reviews and evaluates new and current programs to determine their efficiency, effectiveness and compliance with state, local and federal regulations and recommends modifications as needed.
- Reviews and interprets government codes and develops procedures to meet codes and ensure facility safety, security and maintenance.
- Prepares and submits budget requests or grant proposals to solicit program funding.
- Collects and analyzes survey data, regulatory information and demographic and employment trends to forecast enrollment patterns and the need for curriculum changes.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

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## Education and Experience Requirements:

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- Bachelor's degree (four year college or university).
- 10 years related experience in running a large Child Care Center.
- Prior experience utilizing Microsoft Office software to prepare correspondence, develop reports, utilize spreadsheets and create presentations preferred.
- Experience with Procure preferred.
- Experience with on-line software for teaching children.
- CDA, CPR, First Aid and Director Credential certification required.
- Must have experience with infants and toddlers.

## Knowledge/Skills/Abilities:

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- Strategic Orientation – able to develop an operational vision for the future and create a culture in which the long range goals can be achieved.
- Coaching and Development – ability to provide guidance and feedback to help others strengthen specific knowledge / skill areas.
- Results Orientation – Proven ability to set and exceed strategic targets.
- Decision Making – ability to make critical decisions while following Center procedures.
- Team Orientation & Interpersonal Skills– highly motivated team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, empathetic and tactful manner.
- Analytical Problem-Solving & Decision Making – able to research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations considering overall risk and short-term and long-term impact to find solutions proactively.
- Systems & Software – proficient level knowledge of Microsoft Office software applications and on-line teaching tools.
- Customer Oriented – able to personally provide high level of cheerful, interactive service to take care of the needs of children and parents while following Center procedures.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to achieve strategic goals and complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Diversity Orientation – ability to work effectively with people regardless of their age, gender, race, ethnicity, religion or job type.
- Ethics & Accountability – ability to demonstrate conduct conforming to a set of values and accepted standards and accept responsibility and accountability for actions.
- Financial Aptitude – ability to understand and explain economic and accounting information and prepare and manage budgets.
- Conflict Resolution – ability to deal with others in a challenging situation.

## Childcare Center Director

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):	X	Other (List): Kneel, sit or crawl on floor
<b>Hazards: (X = Required for job)</b>			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
<b>Employee Acknowledgement:</b>			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date