

Epworth Village, Inc.
Job Description

Title: Center Director
Department: Child Care Center
Reports To: CEO
Classification: Exempt

- I. Summary: The Little Jewels Child Care & Enrichment Center is a program/service of Epworth Village with a focus on providing quality early childhood education and access to low-income families. The Center Director will have primary responsibility of policies, procedures, handbooks, activities, curriculum, parent education and design of overall operations, programming and curriculum. The Center Director is directly accountable for operational management, staff supervision and responsible for day to day operations, which also includes ensuring the health, safety, and quality of education for all children within the center's care. Responsibilities include budget/cash flow management.

II. Essential Duties and Responsibilities

1. Establish and maintain quality care and early childhood education for the center. Manage adherence to quality standards in accordance with the vision and with state and local requirements. Maintain quality effectiveness measurements.
2. Responsible for managing the day-to-day operations of the child care center and ensure daily compliance with all state regulations and licensing requirements.
3. Ensures and facilitates the smooth functioning of all aspects of the Center in order to best serve children and families; ensures a welcoming and inclusive environment.
4. Develop and implement program operating policies, procedures and activities as required and ensure compliance with all laws, regulations and licensing requirements including mandatory reporting procedures for suspected abuse/neglect, medication administration, illness and emergency procedures, and rules regarding who can be on the premises; adhere to and ensure compliance with Agency policies and procedures and those specific to the program and update program policies/procedures as needed and/or required and in line with Agency process.
5. Develop educational curriculum; collaborate with staff to develop positive learning activities including parent/family education and events.
6. Assist Controller and CEO in formulating annual program budget. and expend funds according to institution and state guidelines; responsible for approving menus and food purchasing; responsible for ensuring that program operates within budgetary parameters established; if circumstances cause budget to exceed or create potential for budget to be exceeded, plan and implement cost reductions and arrange for increased funding from sources; develop cost estimates for future program needs.
7. Hire, supervise and provide orientation for new staff, including training on policies, procedures and state regulations; plan, develop, schedule, and/or provide on-going in-service training and evaluation of child care staff.
8. Ensure that the Center and all staff conform to federal, state, and local rules, regulations, and licensing requirements and that these requirements are met at all times.
9. Recruit and schedule children for the child care center; maintain accurate records on children enrolled in the program to include their development, attendance, immunization and general health; conduct program registration, and maintain appropriate files and waiting lists.
10. Develop, maintain and coordinate efficient staff scheduling within approved teacher-child ratios; monitor and ensure that the allowable maximum capacity of the Center is not exceeded at any time.

11. Prepare and maintain administrative and business reports and records of the child care center; record all fee payments and prepare billing, late payments and follow-up actions when necessary; review income and expense, and budget status reports to develop and maintain sound financial status of program; analyze problems in these areas and make recommendations to CEO and Controller to resolve them or take corrective action; prepare billing reports on child care center use.
12. Must be within the child care area a sufficient number of hours to permit adequate attention to the management of the center and requires an appropriate number of weekly hours in classroom supervision and instruction. Requires willingness to provide classroom supervision/instruction to meet ratio and any budgetary constraints.
13. When not in the child care area, designate another suitable staff to act in his/her absence who will be responsible and accountable for management of the center.
14. Assess his/her own ability and the ability of all staff to provide care for children with special needs while meeting the needs of other children enrolled.
15. Schedule training and continuing education for all staff and ensure that records are maintained including the date, topic, and length of time for each training entry.
16. Ensure that center staff identify and review incidents, accidents, complaints, and concerns, and monitor patterns and trends in overall operation and take action to alleviate problems.
17. Ensure that parents have access to their children at all times that children are in care.
18. Develop and use written criteria to assess the ability of staff to give or apply medication safely.

III. Agency Commitments/Responsibilities

1. Member of Agency's management team and attends weekly management meetings.
2. Attend approved training that will support individual development within the department.
3. Work as a part of a team, act as a team builder, be a team partner with all Agency staff.
4. Represent Epworth Village in a positive and professional manner at all times.
5. Must adhere to strict confidentiality concerning client, employee/personnel, financial and Agency information.
6. Exhibit an understanding of Epworth Village's vision and mission by adhering to all policies and procedures.
7. Support all staff as they carry out their assigned duties.

IV. Position Qualifications

- Must meet one of the following requirements:
 1. Preferred to hold a minimum of bachelor's degree from an accredited college or university in early childhood education, education, or child/youth development;
 2. Hold a bachelor's degree from an accredited college or university with at least six credit hours in early childhood education, education or child/youth development;
 3. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development; or
 4. Have a Child Development Associate Credential.
 5. Course/class in Early Childhood Administration obtained from an accredited institution of higher learning or in lieu willingness and ability to complete such class or completion of Child Care Center Management Training developed by the NE Early Childhood Training Center (ECTC) or At least 5 years of consecutive experience as a Director of a licensed child care center or preschool program; AND the director or facility was not subject to a discipline, whether imposed or withdrawn during the time the individual served as director.

- Forward looking, strategic thinker who actively seeks opportunities and proposes solutions.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, donors, and external partners.
- Expert level written and verbal communication skills; possess the ability to interact and communicate effectively with all age groups.
- Ability to meet high performance goals in a fast-paced working environment while handling multiple priorities, to work with little direct supervision and to establish and maintain specific goals and deadlines; excellent attention to detail.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Ability to handle sensitive and confidential matters and documents; must maintain client, financial, personnel, payroll and agency i confidentiality.
- Must have a valid driver's license and maintain an agency insurable driving record; must be able to pass a series of background checks prior to hire including a pre-employment drug screen.
- Must have the ability to stoop, bend, reach overhead, lift 35 lbs, and stand for extended periods of time.

Salary commensurate with education and experience.

Notice of Resignation: Thirty day written notice

Revised: April 2020

Center Director

Date

CEO

Date