**Job Description**

**Job Title:** Day Care Center Director

**Reports To:**

**FLSA Status:**

**Department:** Business Administration

**Division:**

**Summary:** Child care center director ensures that the daily operations of the child care center runs smoothly. The director must manage the child care center and supervise staff while ensuring that children receive excellent child care. Therefore, the child care center director must handle administrative and fiscal duties as well as manage personnel, clients and young children.

**Duties & Responsibilities** include the following. Other duties may be assigned.

**Administrative Duties**

* The child care center director is called upon to handle the administrative functions of the child care center. The child care center director is responsible for enrolling students as well as creating and maintaining a variety of reports, including attendance reports, absence reports, enrollment history, billing statements and email lists. The child care center director is also responsible for advertising and marketing the child care center to attract clients. They are in charge of managing client contracts and maintaining a parent handbook. The child care center director also creates the monthly parent newsletter as well prepare the child care center's nutritional menu and activities calendar. The child care center director must manage the current curriculum that is being implemented at the day care center. Also, must be knowledgeable of the child care management system currently used at the facility. The child care center director ultimately must be able to successfully secure The National Association for the Education of Young Children (NAEYC) ACCREDITION; in addition to Quality Counts (QRS) Certification. The child care director must be able to submit proposals & applications for the following state funded programs, HEAD START & EARLY HEAD START, PRESCHOOL FOR ALL, PREVENTION INITIATIVE PROGRAM.

**Fiscal Duties**

## It is the duty of child care director to manage the child care center's daily financial functions. The child care center director monitors tuition billing and payment, [manage accounts receivable](http://www.ehow.com/info_8237400_duties-child-care-center-directors.html) & accounts payable, and also work with families to resolve payment issues. The child care director creates & presents an annual budget and ensures that the child care center operates within this approved budget. The child care center director also prepares & reviews monthly fiscal report and makes timely payments of rent and other child care center expenses. The child care center director purchases equipment and supplies as the budget allows, hold fundraisers and apply for child care center grants.

## **Staff Management**

* The center director manages the staff, develops job descriptions, interview candidates, maintains staff development and education and, if necessary, manages disciplinary processes. The child care center director is responsible for hiring qualified teachers & teacher assistants, & all other personnel staff. The child care center director schedules the responsibilities of the entire staff. The director will interview candidates for employment as well as make sure that any candidates do not have criminal records that may prevent them from legally working with children; In addition the director makes sure that all required background and criminal checks are completed in a timely fashion and according to policy. They hold and conduct staff meetings as well as staff evaluations. The child care center director must ensure that the staff is properly trained or certified and may also hold in-service training programs for the staff.

**Parental Communication and Involvement**

* While for many parents, their child's teacher is the primary point of contact in the school, the director often serves as the 'face' of the school, managing communication with parents and the community. The director develops policies for the school and communicates the policies to parents. The director also often meets with parents of prospective students to determine whether the school is a good fit for the family. The child care center director is called upon to foster client-center relationships. The director manages & serves the children and families enrolled in the child care center as well as potential clients. The director hold child care center tours, lead parent orientations, and meet with parents to discuss the policies of the center. They also advise parents of any changes in routine, schedule or policies. The child care center director field parent complaints, concerns and questions. The director also develops schedules, create and direct curriculum, plan field trips, and obtain consent for special activities from parents.

**Education and Other Requirements**

* Applicants for child care center director program must possess at least a bachelor's degree and have verified experience working with young children in a development program. A grade of 'C' or better in each class is also required. Bachelor's degree or equivalent in Early Childhood Education, Child Development, social welfare, public administration, human resources, day care administration, or one of the social sciences, and a minimum of three years pre-school management experience.

#### Experience:

* An understanding of Head Start philosophy and the ability to implement its principle of shared authority and decision-making. The child care director should have experience in human services program management, including program planning, operations and evaluation, and the use of management information systems; also leadership ability, good interpersonal and communication skills, including the ability to work as part of a team, Bilingual (Spanish/English) preferred.

#### Additional Requirements:

* The day care center director must have the ability to pass a health examination and criminal background check, ability to work effectively with minimal daily guidance. Knowledge of community resources, successful experience working in a team setting, ability to present a positive image of the organization to members of the community. The child care director must have visual and auditory acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to operate a computer and other office equipment, including: but not limited to, the telephone, fax machine, copier, and tape recorder. Must also be able to travel, enter and exit a vehicle without assistance.

**Facilities Management**

* The child care center director make sure that the physical center facilities comply with local, state and federal laws, and are a safe and appropriate environment for children. The director has knowledge of local, state and federal laws regarding safety requirements and inspection and certification procedures, and ensures that the center complies with those requirements. The center director also evaluates and purchases equipment and supplies for the center, or approves requests to purchase materials and equipment.

**Continuing Education Information**

* The state of Illinois requires continuing education to maintain certification or licensure in early childhood administration. This requirement varies, and the child care center director should verify what education is necessary to obtain up-to-date education and units for licensure.

#### Working Conditions

* Tasks that involve possible exposure to blood, bodily fluids, or tissues (generally, only observing in the classroom). Risk involved with travel on main highway, side streets, and rural roads during business travel, including evening meetings. Tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts are Category III tasks. Possible exposure to communicable diseases, this is a job that is a mixture of desk work, standing for long periods of time, and visits in the community. Ability to successfully perform the job in this manner is required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform