

CENTER DIRECTOR

Early Connections Learning Centers Job Description

GENERAL DESCRIPTION OF POSITION: Responsible for the overall operation and administration of the Child Care Center. Responsible for implementing high quality and developmentally appropriate environment.

RESPONSIBLE TO: Vice President of Center Operations

QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Care and Education or other child-related field. Two-year degree in child Development with 2 years experience with continuing work toward a Bachelors Degree.
- A Colorado Department of Human Services (child care) Director Qualification (DQ). *DQ must be kept current.*
- Must have previous experience in management of an early childhood center/program.
- Must have knowledge of Minimum Rules and Regulations for Child Care Centers.
- Must demonstrate the following qualities: self-motivated, self-directed, able to make good judgments, creative, reliable, and dependable.
- Sincere interest in working with children and families and is knowledgeable regarding children's development and growth.
- Must demonstrate the ability to handle crisis situations, especially where children are involved and be able to respond immediately to any emergency situation.
- Must present a professional demeanor in behavior and dress.
- Successful completion of a pre-employment drug test.
- Current physical examination (within 30 days of hire) by a physician and as required, thereafter.
- Fingerprints and background inquiry with Colorado Department of Human Services for clearance to work with children.
- Exerting 20-40 lbs. of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 lbs. of force constantly to move objects including the human body.
- Position requires physical mobility, with or without reasonable accommodation to perform the essential functions of the job.
- Use of the English language to write simple, compound and complex sentences, using print and cursive style. Write reports, essays, prepare business letters, summaries, manuals, instructions, procedures, etc. using prescribed format and conforming to all rules of punctuation, grammar, spelling, and style.
- Speaks clearly and distinctly with poise, appropriate pauses and emphasis, voice control and confidence, using correct English. Conversant in the theory, principles, and methods of effective and persuasive speaking using correct English.

RESPONSIBILITIES:

- Implements and maintains a nurturing, safe, developmentally appropriate supervised center environment consistent with the philosophy of the CSCNC, DHS child care licensing, and NAEYC.
- Maintains high quality standards for all classrooms and staff; interviews, hires, trains, and supervises staff members. Mentors classrooms and staff as needed.
- Maintains center finances as related to accounts receivables, deposits and billings.
- Responsible for the safe and orderly conditions of the building and grounds.
- Participates in corporate and community meetings and special events as necessary.
- Adheres to all policies established by the CNC.
- Monitors records of all food purchases, menus prepared, and numbers of children served at each meal to comply with the CACFP.
- Promotes the mission of CNC to the community for the purpose of good will and community relations.
- Comply with applicable universal precautions and infection control guidelines and procedures.
- Attends and participates in professional meetings and conferences that promote the latest advances in research in working with young children.
- Perform other duties as assigned.

I have read this job description. I understand that this job description may change at management’s discretion. I meet the required qualifications for this job and can perform the essential functions, with or without reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

Employee’s Signature

Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor’s Signature

Date

