

Center Director

**Professional Commitment**

1. This position requires full time employment and commitment to quality improvement
2. Available evenings and weekends to meet deadlines and goals
3. Rotate in classrooms with opening and closing hours to monitor individual classroom/building staff and procedures
4. Assume all licensing responsibility for program, staff and children
5. Maintain membership in a Professional Organization
6. Responsible for organizational management, policies, procedures, licensing compliance, and staff development
7. Communicate professionally and effectively with parents and staff
8. Represent CLC in the community/county and state levels through involvement in activities that are of importance to CLC

**Education**

1. Prior to assuming the position must meet DCF 251 requirements
2. Prior to assuming the position must have completed the Administrators Credential
3. Must complete, maintain and pass all licensing requirements
4. Must continue education each year as defined in DCF 251. Trainings generally occur in the evenings and/or weekends
5. Obtain a Registry certificate indicating you meet licensing requirements for the position; updating and renewing annually

**Interpersonal Skills**

1. This person needs to be emotionally mature to stay calm and handle stressful and emergency situations in a professional manner
2. Capable of providing a nurturing, safe and loving environment for children and families
3. Capable and willing to maintain a nurturing, cooperative, mentoring relationship with staff
4. Keep a positive attitude about guiding others and redirecting them
5. Must be able to communicate with and build a professional relationship with all parents and staff
6. Be detail orientated and possess the ability to set and meet goals
7. Must be self-directed and self-motivated
8. Must be able to effectively mediate staff-to-staff and staff-to-parent meetings
9. Must have common sense and use good judgment to solve problems and know when to seek outside help

**Administrative Responsibilities**

1. Responsible for follow through of overall DHFS licensing rules and safety in all buildings and program
2. At least 40 hours a week shall be used for the exclusive purpose of carrying out Center Director responsibilities
3. Collaborate with administration to interview new staff and determine classroom placement, taking experience, qualifications and personality into decision to hire
4. Review policies and procedures and update as needed to reflect current practices; ensuring all staff are following through with
5. Review annual budget with Administrator
6. Monitor all staff hours for most efficient use of resources
7. Responsible for Young Star
8. Communicate with staff regarding; all administrative, building, curriculum, and safety issues in a timely manor
9. Review all written documentation of staff-to-staff and staff-to-parent meetings for patterns of concern and addressing in a timely basis, keeping documentation on file in the office in the proper files
10. Finalize monthly newsletters/calendars for classrooms and provide needed copies
11. Assure that all correspondence is professional and appropriate
12. Keep Assistant Director and staff informed of schedule changes and absences
13. Communicate with Assistant Director to resolve both staff and program issues in a positive manner
14. Recommend supplies and equipment, assisting with the ordering process keeping expenditures with-in the allowed budget
15. Maintain public relations with the community
16. Work with all staff to keep the overall aesthetics of the building (inside and out) inviting and clean
17. Prepare staff time cards in advance
18. Answer phone calls
19. Ensure security system is working properly

**Licensing Responsibilities**

1. Know, understand and follow through will all licensing rules and regulations
2. Ensure daily attendance records are accurate and monitor for daily adjustments if needed
3. Know the names and whereabouts of children in your care at all times, conducting name-to-face checks multiple times throughout the day
4. Review licensing application(s) with Administrator
5. Keep staff CED and Registry information updated
6. Keep CLC’s Registry Profile updated
7. Complete the proper incident/accident reports as needed; notifying the parents the same day and licensing within 24 hours, if necessary
8. Check equipment for safety and appropriateness for the age group
9. Ensure monthly fire and tornado drills are document according to licensing requirements

**Responsibilities to Co-workers/Team Work**

1. Collaborate with administration to hire staff as necessary
2. Orientate and train staff with CLC policies and procedures
3. Know the names of all staff
4. Delegate, supervise and evaluate staff, recommending wage increases in accordance with CLC policies and procedures
5. Set up volunteer schedule(s), orientate, supervise and document hours
6. Plan, organize and conduct monthly staff meetings keeping written documentation on file in the office
7. Assist staff in completing Registry information yearly
8. Keep staff handbook updated
9. Update staff educational qualifications; recommending additional training if needed
10. Mentor and encourage staff to accept more responsibility as necessary
11. Assure staff are having appropriate interaction with parents, children and other staff
12. Mentor staff to ensure they are following through with proper staff responsibilities to the classroom and children
13. Review all classroom calendars, newsletter, lesson plans and written documentation
14. Collaborate with Assistant Director to discuss programing planning as needed
15. Assure daily cleaning schedules are being followed in each classroom/building

**Responsibilities to Children**

1. Ensure all classrooms are providing a nurturing, safe and loving environment
2. Meet with classroom teachers to discuss educational, developmental and social concerns pertaining to children’s behavior and or needs
3. Ensure that all children’s evaluations are on-going and accurately reflect their progress in their developmental goal planning and individual portfolio
4. Meet with teachers and parents together to recommend services that meet the needs of their child, being proactive
5. Mentor and work with all staff to ensure all children are having their developmental, physical, emotion and medical needs meet on a daily basis

**Curriculum/Programming Responsibilities**

1. Review lesson plans for content, follow through, and documentation of meeting WMELS and Creative Curriculum goals.
2. Assist Program Directors with overseeing curriculum annually by adding new themes, supplemental trips and visitors as needed
3. Ensure child portfolios include developmental charts and appropriate observations

**Health and Safety**

1. Enforce safety and health policies and procedures
2. Know all allergies and or medical concerns of all staff and enrolled children
3. Know and understand USDA meal service and food requirements assuring that requirements and procedures are followed during meal service times
4. Review written documentation of incident/accident reports as necessary
5. Maintain a hazard free environment inside and out
6. Report child abuse to the proper authorities

**Building Upkeep**

1. Make minor repairs, requesting in writing further maintenance if needed
2. Monitor water use, heating, lighting and cooling for cost efficiency
3. Ensure that outside walkways are free of snow/ice before and during operating hours
4. Ensure classroom and common areas are clean and inviting
5. Keep Parent/Community information areas organized and updated
6. Ensure that all storage areas are organized and cleaned
7. Ensure that all safety hazards are removed or locked in an area inaccessible to children
8. Ensure that outside aesthetics reflect seasonal changes

All staff are responsible to assist with anything that is necessary to keep the program running smoothly and efficiently to meet licensing requirements. These duties may include but are not limited too; outside clean up, floors and carpet maintenance during times of illness, and assisting with fund raising events.

**I understand the job description and agree to perform the job duties and responsibilities of *Center Director*.**

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Staff name Date

A copy of this signed job description will be returned to you for your orientation packet and the original will be kept in your staff licensing file.