



DIRECTOR

JOB DESCRIPTION

OVERVIEW

The Director provides and coordinates the necessary support, resources, supervision and leadership to ensure the provision of nurturing care and education to young children in a group setting at the Center. The Director shall ensure services are provided in accordance with the goals and curriculum developed for the Center in addition to the policies and procedures for the Center. The Director will ensure all requirements, licensing needs and reports required by the Iowa Department of Human Services, and any other State agency, are completed and filed appropriately. The Director will report to the Kiddie Cats Child Care and Learning Center Board of Directors with immediate supervision by the Board President.

PRIMARY RESPONSIBILITIES

Staff:

- Interviewing and hiring qualified and certified staff. Providing appropriate orientation, training and evaluation for all staff on an annual and on-going basis.
- Responsible for addressing personnel matters and implementing solutions that are in the best interest of the Center.
- Supervising staff on an on-going basis, including the development and implementation of curriculum plans.
- Educating staff on important and relevant information, including but not limited to, licensure requirements and policy changes through regular staff meetings.
- Identifying required training opportunities for all staff and making the appropriate modifications necessary to accommodate all training.
- Creating appropriate staff schedules to adhere to all state and Center requirements, including staff/child ratios.
- Ensuring staff comply with all Center policies and procedures.
- Ensure compliance with confidentiality requirements and policies.
- Maintain current and accurate staff records (including all requirements for reporting to the State of Iowa).

- Maintain staff as needed for operation of the Center (including interviewing, hiring, performance reviews, disciplinary actions, etc.)
- Responsible for effectively managing and resolving issues with the staff, parents and children.

Children/Parents/Guardians:

- Ensure all enrollment and discharge information and documentation is complete and maintained.
- Ensure all records are completed, updated and accurate.
- Ensure that the Center meets all DHS licensing requirements. This includes, **but is not limited to:**
 - Standards of health and safety (Sanitation)
 - Learning environment and curriculum
 - Nutrition and food preparation
 - Physical safety and well-being of children and staff
 - Emergency policies and regulations
- Establish and execute policies and procedures that ensure the well-being of children. **This includes but is not limited to:**
 - Developmentally appropriate curriculum
 - Positive behavior management plans
 - Safe arrival and departure
- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
- Establish relationships with individual children and families and be responsive to requests and comments.
- Provide care in classrooms as needed to meet safety and licensing regulations.
- Provide families with information and assistance with community resources.
- Report evidence of suspected abuse/neglect to Iowa Department of Human Services.

Center Operational Duties:

- Maintain the facility in accordance with Center policies and procedures and licensing standards.
- Maintain and update, when necessary, all Center records.
- Maintain and update, when necessary, all personnel and operating policies and procedures.
- Prepare all meeting documents for Kiddie Cats Child Care & Learning Center Board of Directors meetings and perform any necessary follow up in connection with all Board meetings.
- Develop and maintain an annual budget in conjunction with the Kiddie Cats Child Care and Learning Center Board of Directors.
- Bi-Weekly payroll and all required payroll duties.
- Manage payments to the Center for child care services and ensure prompt payment in accordance with Center policies and procedures.
- Manage all service contracts for the Center and order required items for Center operations.

- Approve and order materials and supplies for classroom programs and activities.
- Represent the Center in the community and act as a liaison with other agencies.
- Establish and maintain a healthy, safe and enjoyable working and learning environment for staff, parents, children and visitors.
- Performs other duties as assigned from time to time by the Board of Directors.

MINIMUM QUALIFICATIONS

- Must be able to meet and maintain certification through the Iowa Department of Human Services as a Child Care Director.
- Must be at least 21 years of age.
- Must have a high school diploma or passed a general education development test.
- Must have work experience working with children.
- Must be able to maintain a high degree of efficiency in changing from one task to another and establishing priorities.

MINIMUM PHYSICAL QUALIFICATIONS

- This position is moderate stress job that requires good organization and communication skills. Must be able to perform several tasks at one time. This job requires the individual to be able to read, write and communicate with staff and parents/guardians.
- Position requires constant lifting, twisting, stooping, bending, squatting, kneeling and reaching. Pushing and pulling may be required. Frequently exposed and subject to: changes in temperature and humidity, vapor, fumes, odors and infectious disease conditions.
- Must be able to routinely lift 30 pounds.
- Must be able to intermittently lift 50 pounds.