

Cross Lutheran Early Childcare Center

Program Director Job Description

Job Title: Program Director

Reports to: CLECC Board

Primary duties of a Child Care Program Director include the following:

- Develop a curriculum and program: Child Care Directors work closely with the center's teachers and staff, creating learning plans or programs to meet state and federal requirements and parent's expectations.
- Oversee staff: Staff management is probably the most important task of a Child Care Director. They must interview, hire and train staff, making sure that all background and fingerprint checks have been conducted.
- Manage facilities: The Child Care Director must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
- Create a budget: The Child Care Director manages the facility's finances, which includes creating and working within a budget.
- Market the facility: There is much competition between daycare facilities, so the Child Care Director must have a marketing plan to promote awareness of the facility and its services.
- Meeting up with parents and teachers: A Child Care Director will meet with parents and teachers to keep parents up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues.

Other Duties:

- Supervise lead teachers and childcare workers
- Hire and train new staff members
- Provide professional development opportunities for staff/ lead monthly staff meetings
- Establish policies and communicate them to staff and parents

- Ensure that facilities are maintained and cleaned according to state regulations
- Administer record keeping
- Handle tours and marketing.
- Prepare budgets and annual reports.
- Prepare and handle payroll
- Scheduling staff to meet classroom ratios
- Manage emails
- Step into a classroom if it is short staffed.
- Manage the billing system.
- Attend Daycare Board and Church Council meetings monthly

Qualifications

- At least 21 years of age
- CDA or Associate's or Bachelor's Degree (or higher) in early childhood education or child development OR

At least 18 Semester hours or coursework in early childhood education or child development OR

Be working toward the above

To Apply: Email letter of interest and resume to kaylethep@gmail.com

Deadline to Apply: July 22, 2022