

Faith Child Care, a provider of quality Christian child care for families of the Fox Valley community, is currently seeking an Administrative Director to lead all facets of our child care center. The successful candidate will have responsibility for the following:

- Ensure compliance with Licensing Rules for Group Child Care Centers DCF 251, the Child and Adult Care Food Program (CACFP), YoungStar, the Appleton Area School District Community Partner Site 4K program, and other applicable codes and regulations;
- Oversee the daily operation of the center, including scheduling to maintain staff-child ratios, reviewing payroll, and providing support to the Program Director and other staff;
- Develop and ensure compliance with all organizational and personnel policies;
- Interview, hire, and provide performance management for all staff;
- Financial control, management, and reporting to the Board of Directors and government agencies;
- Develop and maintain positive partnerships with families, staff, Board members, Faith Lutheran Church, and the community;
- Maintain membership and/or networking relationships with early childhood associations and other organizations that support and further our mission, including VAEYC, WECA, NAEYC, WCCAA, Child Care Resource & Referral, and the Birth to 3 Program.

Additional knowledge, skills, and requirements of this position include:

- At least twenty-one years of age
- Education generally equivalent to a minimum of an AA degree in early childhood education;
- A Registry certificate of level 12 or higher;
- A minimum of one year of experience as a manager or satisfactory completion of a one credit department-approved course in business or program administration;
- A minimum of one year of experience as a center director and child care teacher in a licensed child care
- Completion of a minimum of ten hours of training in supervision or personnel management, if not previously completed
- Completion of all forms and background checks required by Licensing Rules DCF 251;
- Exceptional written and verbal communication and conflict resolution skills;
- Ability to maintain strict confidentiality;
- Strong Christian values and the ability to serve as a Christian role model.

To apply, please submit a cover letter and resume no later than March 4, 2019 to:

fccapply2019@gmail.com