

Job Description- Childcare Director

Job Type: Full-time

Experience:

- daycare setting: 3 years (Required)
- Management: 1 year (Preferred)

License:

- Daycare Director (Preferred)

Requirements:

- Prefer at least one year of pre-school management experience
- BA in Child Development, Early Childhood Education, or related field preferred
- Must be a team builder, highly organized and possess excellent customer service/communication skills

Summary of Key Responsibilities:

- Build and maintain enrollment for licensed daycare facility
- Hire, train, and supervise teachers and other staff.
- Monitor child care programs, activities, equipment and supplies
- Purchase supplies, equipment, food and other materials necessary for program operations.
- Ensure children are supervised at all times
- Observe and monitor children's play activities
- Maintains email and phone accessibility
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Supervise, coach and encourage staff
- Evaluate staff performance | Take corrective action when necessary
- Must be prepared to handle accidents and emergencies at any time
- Be able to build esteem while ensuring a safe and secure environment
- Effective verbal and listening communications skills
- Punctual, dependable, and positive in manner
- Adheres and enforces company policies and procedures

To Apply: Submit resume to david@crosslutherschool.org

Application Deadline: 3/27/2019