

Position Description
First Presbyterian Church Child Care Center, Bismarck, ND
Child Care Center Director

Purpose:

The Child Care Center Director manages the center's daily operations to ensure that the program flows smoothly, adhering to the stated purpose and philosophy of the CCC, and provides executive direction in keeping with the CCC mission statement.

Responsibilities - The Director will:

1. Manage all aspects of the CCC in a timely, efficient, caring way.
2. Direct the overall care, safety, and well-being of the children at the CCC
3. Manage all aspects of staffing: hiring, orienting, scheduling and supervising all personnel
4. Meet with prospective parents and provide a tour of facility
5. Oversee and facilitate enrollment process
6. Interact with parents through conferences, parent enrichment/education and involvement
7. Establish and maintain networking system with the community
8. Develop classroom programs to ensure quality care
9. Hold regular, frequent staff meetings and encourage staff continued education
10. Ensure and maintain a safe, clean, and appropriate environment
11. Guide the CCC Board to create the annual budget and maintain that budget yearly
12. Cooperate with and work with the CCC Board
13. Complete the *Child and Adult Care Food Program* forms and the *Child Care Economic Assistance Billing Reports*
14. Ensure the center meets state guidelines for health, nutrition, hygiene, and first aid
15. Remain up-to-date with the Child Care Center State Rules, local requirements and all child care center programs
16. Renew state required State License of CCC annually
17. Ensure the center's compliance with the codes of all state and local governing agencies, social services, fire, and health departments, including establishing and maintaining appropriate and required records
18. Maintain timely billing and produce billing reports, and maintain document specific program achievements (keep up-to-date on mandatory electronic billing program)
19. Prepare and present monthly, a director's report for the CCC Board meetings
20. Work with the FPC staff and the CCC Board to maintain current employee supplemental handbook and parent handbook
21. Attend weekly FPC all-staff meetings

Accountability:

The CCC Director is accountable to the Pastor (as head of staff) and to Session through, and as directed by, the CCC Board.

Relationships:

The CCC Director works with the parents and children, CCC staff, FPC staff, Pastor, CCC Board and Social Services and outside organizations and vendors.

Qualifications – The Director of the CCC must:

1. Have a thorough understanding of infant/child growth and development
2. Meet State Guidelines as set forth on [ND Century Code 75-03-10-10](#)
3. Have a thorough understanding of appropriate programming, with three years of experience as a head teacher in a child care program
4. Be task oriented, a self-starter and have good planning and evaluation skills
5. Have sound knowledge of business practices, with one or more courses in program administration; billing and finance experience preferred
6. Have adequate training and demonstrate an ability to work with parents and children
7. Possess the capacity and willingness to increase skills and competence through experience, training, and supervision
8. Have prior staff supervising experience in hiring, training, and supervising adult employees
9. Have a commitment to the FPC's mission to provide excellent care to children while being open to new procedures and processes
10. Have good problem-solving skills
11. Have the ability to establish and maintain positive relationships and lines of communication with children, staff, parents, the church, and the community
12. Have knowledge of community resources and available programs in conjunction with health, remedial services, and child development specialists
13. Have the ability to represent the center's program and mission within the community
14. Have the ability and willingness to establish and maintain appropriate materials for staff
15. Be in good health and pass routine background checks
16. Have the ability to recruit and work with volunteers