

Angel Land Child and Parent Center

Center Director Job Description

Position Overview: The Center Director is responsible for the overall management and operations of the childcare center, ensuring compliance with licensing regulations, implementing high-quality programs, and fostering a safe and nurturing environment for children, parents, and staff.

Qualifications and Experience:

- At least 21 years of age
- High school diploma or GED
- Bachelor's degree or higher in early childhood education/child development or related field (as per Table 1 qualifications)
- Experience in early childhood education or childcare management
- Strong leadership and communication skills
- Knowledge of childcare licensing regulations and best practices
- Pass the required background checks
- Meet Federal Head Start requirements for EHS Center Director position.
- Prior experience working in and knowledge of early childhood development and teaching techniques or a combination of education, experience and training.
- Interest and willingness to work with infant/toddler and families.
- Good verbal/written skills.
- Ability to lift 50 pounds.
- Ability to work well with individuals from various ethnic and socio-economic backgrounds.

Responsibilities:

1. **Policy Development:** Develop, implement, and evaluate program and center policies to ensure compliance with licensing standards and best practices in early childhood education.

2. **Operations Management:** Administer day-to-day operations of the center, including scheduling, budgeting, maintaining facilities, and ensuring a safe and healthy environment.
3. **Staff Supervision:** Monitor and supervise center staff, conduct annual evaluations, provide ongoing training and support, and address any performance or conduct issues.
4. **Parent and Community Engagement:** Foster positive relationships with parents, communicate regularly about their child's progress and center activities, and address any concerns or feedback.
5. **Child Development Programs:** Oversee the development and implementation of age-appropriate curriculum, activities, and learning experiences that promote children's physical, emotional, social, and cognitive development.
6. **Regulatory Compliance:** Ensure compliance with all childcare licensing regulations, health and safety standards, and reporting requirements. Coordinate with licensing authorities for inspections and approvals.
7. **Emergency and Crisis Management:** Develop and implement protocols for emergency situations, conduct drills, and ensure staff and children are prepared and safe during emergencies.
8. **Professional Development:** Stay updated on current trends, research, and best practices in early childhood education and childcare management. Participate in professional development activities and encourage staff growth.
9. Promote family and community volunteerism through training, modeling, and coaching volunteers in the classroom to ensure practices are streamlined among all adults interacting with children.
10. Assists in enrollment and recruitment activities.
11. Address children, families and staff with respect and by name.
12. Maintain positive and professional working relationships that are sensitive to differences with staff, families and the children.
13. Maintains professional and ethical standards at all times as outlined in the Code of Conduct.
14. Performs other duties as assigned by immediate supervisor or other management.

Work Schedule: The Center Director is expected to be present full-time during operational hours, as per licensing regulations. This includes being present at least 50% of the time children are in care, with a minimum of 6 hours per day for programs operating 6 or more continuous hours.

Reporting Structure: The Center Director reports to the owner (licensee or licensee designee) and works collaboratively with staff, parents, and external stakeholders to ensure the center's success and the well-being of all children in care.