



Education Center

Because the first years matter most.

JOB TITLE: Center Director

REPORTS TO: Executive Director

POSITION OBJECTIVE: To manage all aspects of operations for the Childcare Resources Education Center

SPECIFIC DUTIES:

General:

- Develop a thorough understanding of the goals, mission, philosophy and policies of Childcare Resources
- Represent the center at Childcare Resources and community functions when deemed appropriate by the Executive Director
- Keep abreast of international, national and local educational trends and research, always positioning the center for continued success and unparalleled quality
- Attendance at Childcare Resources Program Committee or Board of Directors meetings when deemed appropriate by the Executive Director
- Spearhead annual program planning including evaluation and goal setting

Administration:

- Oversee, enforce, and implement all center policies as approved by the Childcare Resources Board of Directors
- Participate with Childcare Resources staff (and committees as appropriate) in development of center policies
- Maintain all records and produce all reports required for center operations, including NAEYC accreditation
- Authorize the purchase of instructional materials and needed supplies with consideration of annual budgetary constraints
- Review and approve all food planning
- Arrange medical attention for ill or injured children
- Confer with teaching staff regarding behavioral and learning problems of students, utilize Childcare Resources staff as a resource for plan development
- May perform classroom teaching duties during absence of regular teacher

Staff:

- Supervise the development and implementation of all educational programs provided by the center (12 Childcare Specialists/Assistants)
- Supervise the faculty of the center including initial training, ongoing in-service training, staff meetings on a regular basis, and mentoring and guidance as appropriate
- Work with staff to ensure parental involvement is encouraged and supported
- Interview and recommend hiring of teaching staff
- Review individual staff performance annually
- Recommend staff termination to Executive Director as needed

Parents:

- Work with parents to facilitate communication, involvement, and ascertain needed support as appropriate
- Facilitate center communications through the use of regularly published newsletters and periodic flyers as needed
- Work with Childcare Resources staff to ensure the unique needs of the families in our center are being addressed

This list of essential functions is not intended to be exhaustive. Childcare Resources reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:**REQUIRED:**

- Bachelor's degree in Early Childhood Education OR Bachelor's degree in another field with a CDA
- FL Dept. of Children and Families 40 Hour Training Certificate
- FL Dept. of Children and Families Director's Credential
- Minimum of five years experience working with children in a group setting
- Willingness to learn, tailor and implement proven practices available in the early education field to ensure maximum results
- Knowledge of the methods and practices of curriculum development and instruction

SKILLS:

- Strong oral, written and organizational skills
- Interpersonal skills such as warmth, tolerance, and professional demeanor
- Ability to set and meet deadlines as well as goals and measurable outcomes
- High level of creativity

- Ability to plan and coordinate activities, curriculum and programs
- Ability to lift children, boxes, and some furniture
- Ability to use computer effectively and efficiently
- Ability to make decisions and lead staff
- Ability to establish and maintain files and records

PREFERRED:

- Knowledge of laws, regulations, and licensing requirements governing childcare operation in the state of Florida
- Knowledge of standard health and safety policies and practices in childcare licensing in the state of Florida
- Knowledge of NAEYC accreditation process and requirements
- First Aid/CPR Training

Resumes will be accepted **via email only** through February 15 to
info@ChildcareResourcesIR.org.