**Job description**

Star 4 Center seeking candidates for Full Time positions in an Early Learning Center. This is a great opportunity for anyone who is interested in growing with a company that promote within. This person must have strong organizational skills and ability to be hands on.

**Director/Asst Director Responsibilities and Duties**

* Maintain ratio and ensure supervision of all children
* Audit classrooms daily
* Maintain the Safety and Health of all assigned children
* Lesson Plans/Plan and ensure the execution of the curriculum
* Supervise children including observation thereof
* Monitor the welfare of the children
* Maintain current Keystone Stars designation
* Build and Maintain good relationships with both parents and co-workers
* Cover class when staff is out and or on breaks
* Etc.

**Director/Asst Director Qualifications and Skills**

* Able to pass a criminal background
* Great verbal and written communications skills
* Minimum ofHigh School Diploma or G.E.D.
* must have or currently looking to obtain a CDA credential.
* State regulations and Keystone Stars.
* Must be able to provide proof of at least 3 to 5 years exp working with children in some capacity.
* Must also be highly motivated, energetic and have a passion for children.
* Must provide proof of your most recent Health Assessment. (Not to exceed a year prior to interview date).
* Must be computer literate.
* Must have strong personality and able to Supervise and direct.

**Director/Asst Director Benefits and Perks**

* Benefits and Perks
* Aflac
* Bonus Plan
* Paid Holidays
* 401K Plan
* Employee Tuition Plans

We are an Equal Opportunity Employer

Consideration of employment will not be on the basis of sex, race, religion and or disability.

Thank you for your interest.

Job Type: Full-time

Salary: $21.00 - $22.00 per hour

Benefits:

* 401(k)
* Paid time off
* Retirement plan
* Tuition reimbursement

Schedule:

* Monday to Friday

Work setting:

* In-person

People with a criminal record are encouraged to apply

Application Question(s):

* Must be available for immediate hire?
* Must be available to interview within 24-48 hours. Weekend Appointments maybe available.
* Must be familiar with State Regulations (PA 3270) in the childcare field?

Education:

* Associate (Required)

Experience:

* Director/Childcare: 3 years (Required)

License/Certification:

* Driver's License (Required)

Work Location: In person

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