

### Position Summary:

- Our Center Director will show they are committed to providing a safe and developmental learning environment for our children. The Director's main focus is making sure all wheels are turning and managing the daily operation. Our Director is the go-to resource for any problem that may arise, therefore they should be diligent task-masters who can think quickly on their feet. They will be responsible for creating the curriculum planning and work closely with the Lead teachers to implement the programs.

### Center Director Responsibilities

- Managing daily operations and staff
- Interview, hire, train employees
- Follow licensing guidelines during the hiring process, including background checks and fingerprint scans
- Scheduling for staff and enrolled children to meet state licensing ratio rules and compliance
- Ensuring assessments are being implemented and appropriate practices are in place in the center.
- Conducting our specialized phone and in center tours for prospective parents and enrolling new families.
- Creating and implementing local marketing plans to drive enrollment.
- Ensuring licensing standards are met and assisting in the accreditation process for the center.
- Assisting teachers with the weekly development and execution of the curriculum and program activities.
- Ensuring a safe environment for the children in our care.

### Center Director Qualifications:

*~In order to be considered for this position, you must meet all state licensing requirements, including:*

- Must be at least 21 years of age with a High School Diploma or GED.
- Must have current certification in infant, child and adult CPR and first aid
- Must have at least 2 semester hours in Child Care Administration from an accredited college or university, or a minimum of 3.0 CEUs in Child Care Administration.
- Prefer Director experience from a licensed Child Care facility.
- Must have one of the following:
  - Bachelor's degree or higher in Early Childhood Education or Child Development
  - Bachelor's degree or higher with 18 credits in ECE, Child Development or Child related field with 1 year of teaching experience in a child care setting and 1 year of supervisory experience
  - Associate's degree in ECE or Child Development with 1 year of teaching experience in a child care setting and 1 year of supervisory experience
  - CDA with 18 semester hours in ECE or Child Development plus 1 year of teaching experience in a child care setting and 1 year of supervisory experience