



Little Love Learning Center

Job Description

Title: Administrator

Job Summary: The Center Administrator will be responsible for the day-to-day operations of Little Loves Learning Center in a fiscally responsible manner. Provides high-quality preschool for children cooperating with the Owner and Little Loves Learning Center Preschool Board in planning and evaluating programs, supervising center staff, and interacting with parents and family members and the community. The Administrator must keep an open dialogue with the Owner and Preschool Board.

Workstation and Assigned Area: Will serve in the assigned Administrator's office as assigned by the owner and/or Board of Directors.

Supervises: All teachers, teacher's assistants, and other staff members.

Supervised By: The Owner and Preschool Board will oversee the job performance of the Administrator

Qualifications:

1. Be at least 21 years of age.
2. Have a High School diploma or equivalent.
3. Associate Degree in Early Childhood or Child Development Associate (CDA)
4. Be able to lift 40 pounds

Requirements: According to Childcare Licensing 5101:2-12-07

1. Be named on the childcare license if the owner is not.
2. Must have all above qualifications.
3. Must complete the Administrative Rules and Review training within six months of hire and every five years after.
4. Medical exam from a licensed physician or certified nurse practitioner, completed and on file by the first day of employment, stating that the employee is free of communicable tuberculosis, physically and mentally fit to care for children.
5. Be fingerprinted by The Ohio Department of Job and Family Services (ODJFS) at hire and every 5 years after that. The employer will pay for this service.
6. Pass a BCI and FBI background check at hire and every 5 years after that. The employer will pay for this service.
7. Complete 15 hours of in-service training yearly July 1st -June 30th.
8. Attend state required courses listed below
 - a. First Aid (at hire and every 2 years)
 - b. CPR (at hire and every 2 years)

- c. Communicable Disease (at hire and every 2 years)
- d. Child Abuse and Neglect (at hire and every 2 years)
- e. Center Orientation.
- f. The Employer will pay for these services.

Major Policies and Procedures the must be learned:

- 1. All ODJFS Rules
- 2. Communicable Disease and exclusion of sick children.
- 3. First aide and medical emergency
- 4. Fire, Tornado, severe weather, and lock down drills
- 5. Child abuse reporting
- 6. Discipline
- 7. Cause(s) for termination of staff and students.
- 8. All Step Up To Quality Procedures

I. Major Duties and Responsibilities:

According to Child Care Licensing 5101:2-12-07

- 1. Be responsible for the daily operation of the childcare center and for maintaining compliance with Chapter 5101:2-12 of the Administrative Code.
- 2. Be on-site a minimum of one-half of the hours the childcare center is in operation during the week, or forty hours per week, whichever is less.
- 3. Administrator's hours of availability must be posted in a noticeable place that is easily accessible to parents.
- 4. Be responsible for the creation, maintenance, and implementation of the policies and procedures detailed in appendix B of this rule (aka, Parent Handbook). These are to be created and updated with the owner and or board of directors.
- 5. Must keep an updated copy of the Child Care Licensing Rules on file at the center.
- 6. Must provide a copy of the parent handbook to all parents and employees in the center
- 7. Must provide a copy of appendix C to the rule to all parents of children enrolled in the center.
- 8. Must provide parents with any information necessary for the parents to compile childcare related expenses for income tax preparation, including tax identifications numbers.
- 9. Must have a written on-site list of all employees including their hire dates, positions, and scheduled hours.
- 10. Must appoint a designated person in charge when the administrator is not on the premises.

II. Prior to School Year

- 1. Registration
 - 1. Have materials (forms) ready to give out
 - 2. Hold an Open House in April, May and July
 - 3. Prepare and update the Parent Handbook
 - 4. Provide a preschool brochure
 - 5. Mail confirmation letters to each parent
 - 6. Send notice of Orientation
 - 7. Keep class roster
 - 8. Be sure parents receive and return all required forms
- 2. Keep inventory and purchase supplies as needed
 - 1. Provide snacks for the first day of preschool
 - 2. Keep a supply of cups and napkins
 - 3. Keep all supplies organized and in good condition
 - 4. Restock the first aid kit and keep it within state regulations.
 - 5. Make sure all equipment is in good repair. Call for maintenance if needed.
- 3. Advertise the Preschool

4. Provide publications to parents about programs, seminars, etc. helpful for parents.
5. Schedule and conduct monthly staff meetings
6. Lead Orientation for parents
7. Make monthly newsletter
8. Must maintain relationship with the local elementary school (i.e. Salem)
9. Must maintain relationship with other local directors (Directors Networking Group)

III. Daily and Weekly Assignments

1. Preschool Key Holder
2. Open doors, check lights, and heat
3. Greet children and parents as they arrive
4. Notify parents in the event of closure due to weather
5. Shop for supplies
6. Plan special days and events
7. Plan field trips for the entire preschool
8. Work with parents as volunteers
9. Schedule Visits with Library for Story Time and Book Van
10. Schedule and conduct the Preschool graduation & end of the year celebration
11. Coordinate, Schedule and Attend all Parent/Teacher Conferences
12. Coordinate the parent area with necessary information

IV. State

1. Complete yearly inspection.
2. Schedule and file fire inspections.
3. Keep files on children and staff.
4. Be familiar and comply with the licensing law.
5. Report any child abuse to the proper authorities.
6. Comply with Step Up To Quality.

V. Staff

1. Interview and hire staff with permission from Owner
2. Supervise the entire program.
3. Provide information on available workshops.
4. Arrange necessary in-service.
5. Call- in substitutes.
6. Substitute when needed.
7. Coordinate fundraisers, as necessary.
8. Observe and evaluate all employees every three months.

VI. Treasure (work with the Owner, and/or Preschool Board to do the following):

1. Set up an annual budget.
2. Collect tuition.
3. Record payments.
4. Turn in books every January for the annual church audit.
5. Payroll
6. Distribute paychecks.
7. Sign all tax forms as created by the financial manager.
8. Hold debit card for preschool purchases (all purchases over \$25.00 must be approved by the Owner).
9. Work to obtain grants or other funds for the center.

VII. Relationship with the Salem Nazarene Center

1. Must attend all Preschool Board Meetings.
2. Must submit a monthly report to the Preschool Board.

Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct.

To the best of my ability I will:

- Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- Respect and support families in their nurturing children.
- Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Maintain high standards of professional conduct.
- Recognize how personal values, opinions, and biases can affect professional judgment.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

This statement of Commitment expresses those basic personal commitments that individuals must make in order to align themselves with the profession's responsibilities as set forth in the NAEYC Code of Ethical Conduct.

Signature of Employee

Date

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| | Initials | Date |
| CEO/Executive Administrator | | |