

## Director

### General Position Description

The Center Director is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The Center Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long range planning. The Center Director ensures that the needs of the students and the goals of the center are met appropriately.

### This Position Reports to

- Executive Director
- Opulent Life Church Pastor

### Key Responsibilities

- Establish a vision for quality for the center. Manage adherence to quality standards in accordance with the vision and with state and local requirements. Maintain quality effectiveness measurements.
- Develop general educational curricula; collaborate with staff to develop positive learning activities.
- Manage adherence to state and local regulations.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Approve menus and food purchases.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Oversee all office functions, including payroll, accounts payable and receivable, tuition billing and payment, human resources, staff supervision, and purchasing.
- Resolve conflicts, including corrective action when necessary to ensure a positive experience for everyone.
- Manage budget planning and review.
- Establish illness and emergency procedures; ensures staff is trained appropriately.
- Implement a strategic plan and goals in keeping with the mission of the program.
- Maintain a personal and professional development plan to ensure continuous quality improvement.

### Additional Knowledge, Skills, and Experience Required

- 3 to 5 years of direct professional experience in an early childhood setting.
- High energy.
- Strong oral and written communication skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass a 4health screening.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- Minimum of 3 years of supervisory experience.

### **Educational Requirements**

- Bachelor's Degree in early child education or related field of study

### **Physical Requirements**

- Must be physically able to use a computer with basic proficiency
- Lift a minimum of 40 lbs
- Work indoors or outdoors
- Must be able to assume postures at low levels and allow physical and visual contact with children
- Must be able to see and hear well enough to keep children safe and engaged in physical activity
- Must have the ability to speak, read and write English