

Job Description--Center Director
Mt. Jefferson Child Development Center

GENERAL STATEMENT

Under supervision of a Board of Directors, the Director is responsible for the development, administration, and supervision of child development services provided. Work involves surveying community needs for child development services, developing short and long range plans, along with monitoring and evaluating existing programs to ensure compliance with state and federal regulations governing child care.

The director is also responsible for organizing and directing personnel, offering advice concerning child care issues as needed, and performing various administrative duties. The Director performs other management activities to oversee the Center's fiscal and personnel operations. The Director will apply professional and technical knowledge as well as the ability to design/implement new programs, monitor existing programs, and direct the overall operations of the child development center.

REQUIREMENTS

- Bachelor's Degree in Early Childhood Education with Administration Level III
- Criminal Background Check
- Fingerprints
- Tb Skin Test
- All trainings required by NC Division of Early Childhood
- Knowledge of QuickBooks or similar accounting system

SPECIFIC DUTIES AND RESPONSIBILITIES

The Director will:

- Evaluate the quality and effectiveness of child care services provided by the Center
- Keep informed of state and federal regulations governing all components of child care and assure program compliance
- Maintain close working relationship with the staff at the Partnership of Ashe
- Prepare annual budget; monitor expenditures and revenues; provide fiscal reports for the Board
- Prepare and submit required reports to meet local and state requirements
- Supervise recruitment, interviews, selection, and evaluation of staff and volunteers
- Follow guideline outlined in Board policies and procedures.
- Provide information for parents, Board members, and related agencies regarding child care issues, policies, and programs as well as business/nonprofit issues
- Conduct staff meetings along with training and planning sessions
- Organize and direct personnel to assure effective integration of services for children and families as well as reduce duplication of services
- Make or assist in making referrals for special services within given parameters
- Apply for grants and facilitate grant provisions when funded
- Maintain children's records (enrollment, medical, immunization)
- Inspect building and grounds daily for overall safety
- Maintain a waiting list and use it to enroll new students; handle referrals from other agencies
- Work closely with the Center accountant for budget, payroll, purchase orders, etc.
- Complies with requirements for the Stabilization grant and the food program contract
- Maintain the daily, weekly, and monthly counts and paperwork for the food program