



Job Description

Position: Day Care Director

Status: _____ Full Time _____ Part Time
_____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function: Responsible, under the direction of the Pastor, for influencing young children and their families. Oversee facilities and the quality of the educational components of the parish day care program. This position also is responsible for program planning and implementation, program- to- parent liaison, supervision of one or more care aides and record keeping.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Prefer bachelor's degree or a minimum of five to seven years of teaching or daycare experience in an accredited setting
- Expertise in both early childhood education and child development
- Demonstrates high personal integrity
- Demonstrates ability to effectively communicate with parents, teachers, and children
- Child- centered approach to administration
- Experience with child care formation and new program implementation
- Successful completion of the Parish Safe Environment process
- Knowledge of principles and practices of personnel administration
- Working knowledge of personal computer software such as Microsoft Office
- Pleasant personality; telephone tact; ability to interact with diverse groups of people
- Strong organizational skills
- Excellent communication skills, both oral and written; strong interpersonal skills
- Ability to exercise critical human relations skills in establishing and maintaining effective working relations with the parish staff

Primary Duties and Responsibilities:

- Set short and long term goals for establishment and improvement of the day care program
- Be involved with all day care decision making, including policies, curriculum, etc.
- Oversee day care operation on a daily basis
- Plan a yearly calendar including holidays, programs and staff development days
- Use consistent, appropriate and positive actions to guide children and staff
- Maintain confidentiality of all children and their families
- Communicate the day care standards and support the staff by carrying out the standards
- Develop and maintain health and safety standards as set by state and diocesan guidelines
- Ensure compliance with parish and diocesan safe environment
- Prepare forms and collect registration forms
- Recruit, interview and hire staff
- Provide leadership and supervision to daycare staff
- Supervise the development of in-service training programs for staff
- Work with parish staff to coordinate day care usage
- Work with parish staff to insure proper building and ground maintenance
- Assist staff in communicating with parents
- Communicate and be a liaison to Pastor, Staff and Parents
- Set yearly budget for Day Care
- Review monthly budget
- Be responsible for purchasing supplies and equipment
- Maintain enrollment to meet budget needs
- Manage financial aspects of the daycare

Describe the relationships that must be managed/coordinated

Internal: Relates in a friendly, competent and confidential manner with the entire Parish and day care staff.

External: Relates in a friendly, competent and confidential manner with all persons encountered in the parishes, schools and Diocese.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date