



## Diocese of Owensboro Job Description

**Position:** Day Care Director

**Status:** ☐ Full Time ☐ Part Time  
☐ Exempt ☐ Non-Exempt ☐ Volunteer

**Reports To:** Pastor

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**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 communicating with parents and the pastor, program planning and implementation, supervision of one or more day care aides and record keeping. Qualifications: Prefer bachelor's degree or Childhood Development Certification or daycare experience in an accredited setting with expertise in both early childhood education and child development.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, Abilities and Experience:**

- Prefer bachelor's degree, Childhood Development Certification or daycare experience in an accredited setting.
- Successful completion of the Parish Safe Environment process and state background check
- Expertise in both early childhood education and child development.
- Demonstrates ability to effectively communicate with the pastor, parents, teachers, and children.
- Working knowledge of personal computer software such as Microsoft Office.
- Strong organizational skills.
- Ability to exercise critical human relations skills in establishing and maintaining effective working relations with the parish staff.

### **Primary Duties and Responsibilities:**

- Responsible, quarterly, for coordinating and leading the Learning and Growth Committee.
- Coordinate and submit forms for the food reimbursement program and for state assistance billing.
- Set short- and long-term goals for establishment and improvement of the day care program.
- Oversee day care operation on a daily basis, for example being available at opening, closing or filling in as needed.
- Maintain confidentiality of all children and their families.
- Develop and maintain health and safety standards as set by state and diocesan guidelines and communicate as needed to staff and families.
- Ensure compliance with parish and diocesan safe environment.
- Recruit, interview and hire staff.
- Provide leadership and supervision to daycare staff by planning in-service training programs and weekly staff meetings.
- Work with parish staff by attending weekly team meetings, and monthly Parish Council, and Building & Grounds meetings.
- Assist staff in communicating with parents.
- Communicate with Pastor, Staff and Parents.
- Set yearly budget and review monthly and maintain enrollment to meet budget needs in order to manage the financial aspects of the daycare.
- Purchase needed supplies/equipment for daily use and maintenance of the building.

### **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 30 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.

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Employee Signature

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Date