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## Job Description

### Director

(July 2021)

## THE Organization

Saints Peter & Paul Child Care is a non-profit provider of quality Catholic childcare for the Richmond and surrounding community.

## POSITION DESCRIPTION

**Position Title:** Director

**Coordinates with:**

- The Chairman and members of the Board of Directors
- Business manager

**Major Roles and Responsibilities:**

Under the direction of the Board of Directors the Director is responsible for overseeing a daycare facility to ensure that children have a safe and fun environment to learn and socialize with others. Their duties include hiring qualified child care staff, setting budgets for toys and supplies and proactively communicating with parents to accommodate their child's needs.

**Duties and responsibilities:**

- **Develop a curriculum and program:** Child Care Directors work closely with the center's teachers and staff, creating learning plans or programs to meet state and federal requirements and parent's expectations.
- **Oversee staff:** Staff management is probably the most important task of a Child Care Director. They must interview, hire and train staff, making sure that all background and fingerprint checks have been conducted.

- **Manage facilities:** The Child Care Director must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
- **Create a budget:** The Child Care Director manages the facility's finances, which includes creating and working within a budget.
- **Market the facility:** There is much competition between daycare facilities, so the Child Care Director must have a marketing plan to promote awareness of the facility and its services.
- **Meeting up with parents and teachers:** A Child Care Director will meet with parents and teachers to keep parents up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues.

### **Skills and qualifications:**

A great Child Care Director will need to have the following key skills:

- **Business management:** A Child Care Director runs all aspects of a childcare facility from setting up the security system to creating the budget. Besides being detail-orientated and organized, they need to keep up with federal and state daycare laws and requirements.
- **First aid:** Child Care Directors must have a good knowledge of child safety requirements and be up-to-date on first aid protocol.
- **Excellent communication skills:** As the face of the childcare facility, the Child Care Director must be an excellent communicator, being able to confidently take prospective parents on a tour, write newsletters and run staff meetings.
- **Good crisis management:** A Child Care Director must have strong crisis management abilities, being able to remain cool and composed in a crisis.
- **Leadership skills:** The Child Care Director's job is to keep staff motivated and resolve conflicts, which takes good leadership skills.
- **Classroom experience:** Since a Child Care Director is responsible for hiring teaching staff, they need to know how to handle a group of children, understand childhood development and have the know-how to establish classroom structure.

### **Experience**

- Has at least 3 years off direct management experience as an Director of a childcare center or similar operation.
- Has an appropriate degree in early childcare teaching, development or other formal education
- Has participated in on-going continuing education within the childcare and early childhood development discipline.

**Compensation:**

Compensation shall be competitive and commensurate with other highly regarded Childcare operations in the region. A formal employment letter with detailed compensation shall be forthcoming with the hiring of the Director.