

Child & Family Development Center

Center Director Position Description

The Center Director is responsible for ensuring the health, safety, and quality of programming for all children within the center's care. The Center Director is accountable for overall operational management in accordance with well-established guidelines, including responsive care, curriculum, enrollment, staff and facilities management, family partnerships, legal and budgetary considerations, and long-range planning.

The Center Director works with the Administrative Team to ensure that the needs of the students and the goals of the center are met appropriately. The Administrative Team includes the Executive Director, the Finance Director, and Program Coordinator.

Key Responsibilities

- Maintains high quality standards for all children and staff, in accordance with state and local policies.
- Develop general educational curriculum; collaborate with staff to develop positive learning activities
- Maintain enrollment and manage the waiting list.
- 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 human resources and personnel management (staff supervision) and scheduling
- Resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
- Oversee illness and emergency procedures; ensure staff is trained appropriately.
- Oversee maintenance of facility and grounds.
- Oversee purchase of supplies.
- Implement strategic plan and goals in keeping with the mission of program.
- Maintain personal professional development plan to ensure continuous quality improvement.

Additional Responsibilities Include:

- Work directly with families concerning activities, policies, and enrollment procedures.
- Arrange medical attention for ill or injured children in accordance with policies and procedures.
- Perform classroom teaching duties during absence of lead teacher.
- Collaborate with teaching staff regarding behavioral or learning challenges, and recommends methods of reducing challenging behavior and encouraging engaging learning experiences.
- Ensures legal and financial compliance, including but not limited to, employment law, adequate liability coverage, safety rules and regulations, workers compensation insurance and others.
- Attend and participate in professional meetings and conferences
- Required to complete additional professional development and educational trainings/courses.

Qualifications

- Colorado Child Care Director Qualifications and/or Colorado Early Childhood Professional Credential Level 3-6
- Professional experience in an early childhood setting and supervisory experience

Additional Knowledge, Skills and Experience Required

- Strong oral and written communications skills; technology skills.
- Read, write, understand, and speak English to communicate with children, staff, and families in English
- Ability to work well with others (staff, children, and families) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Clearance from a criminal history background check and central registry of child protection required.

Physical Requirements

Working environment subject to bending, crouching or kneeling to assist students and staff; pushing/pulling and lifting of instructional equipment and supplies; prolonged periods working at a computer; sitting on chairs and/or floor; leaning over desks for prolonged periods of time and reaching in all directions; and routinely lifting/carrying supplies, materials and equipment weighing up to 50 pounds.

Employment Type

- Full-Time, 36-40 hours/week
- Part-Time considered for the right candidate
- Year-Round
- In-Person, On-Site
- Must be able to work Monday-Friday, 7:45 AM to 5:15 PM, evenings, and weekends as necessary.

Wage & Benefits

Starting Annual Salary: $64,200

Benefits:

- Child Care Tuition Assistance
- Paid Time Off
- Professional Development
- Colorado Secure Savings Plan
- Eligible for all Gunnison County and State of Colorado Early Childhood Educator stipend and tax credits