

JOB DESCRIPTION
Early Learning Center - Center Director

- | | |
|--|-----------------------------------|
| 1. Little Dixie C.A.A. | 2. Program: Early Learning Center |
| 3. Reports To: Program Director | 4. Title: Center Director |
| 5. Grade: 5 | 6. Date: May 2015 |
| 7. Approved By: Becky Reynolds <i>RR</i> | 8. Status: Exempt |

JOB SUMMARY:

The Early Learning Center - Center Director is responsible for the day-to-day operations of the center which includes the supervision of staff, facilities, equipment, and supplies. The Center Director is also responsible for ensuring the licensing and training requirements are met.

DUTIES AND RESPONSIBILITIES:

1. Become knowledgeable of the DHS Licensing Standards.
2. Ensure accurate and up-to-date children's records as required.
3. Participate in the recruitment of children.
4. Actively be involved in the community.
5. Conduct weekly staff meetings.
6. Schedule staff work hours and vacations.
7. Maintain child-staff meetings.
8. Supervise the overall maintenance of a safe, clean and age appropriate environment.
9. Comply with codes of all state and local governing agencies, social services, fire, and health departments and comply with recommendations as a result of inspections.
10. Ensure caregivers develop planned experiences that meet the needs of each child.
11. Encourage parent involvement.
12. Prepare centers to meet ongoing licensing requirements.
13. Perform annual property inventory for the center.
14. Complete annual performance appraisals for the caregivers.
15. Report suspected child abuse/neglect to the appropriate child welfare personnel.
16. Attend in-service training, Center Director meetings and any other training, meetings or workshops as deemed necessary by licensing requirements or the Executive Director.
17. Requisition and purchase supplies needed to operate the center, following agency procurement policies.
18. Responsible for completion and submission of required reports, forms and invoices.
19. Ensure there is no smoking in the building or any area used by the Child Care Center.
20. Ensure that subjecting children to punishment of a physical nature, such as shaking, striking, or cruel treatment does not occur.
21. Ensure confidentiality of family records and information.
22. Maintain professional relationships with parents and support staff.

23. Ensure all employee injuries are reported to the appropriate personnel.
24. Responsible for collecting payments from parents, insuring the EBT machine is swiped daily and makes bank deposits.
25. Such other duties as may be assigned.

SUPERVISORY RELATIONSHIP:

The Early Learning Center- Center Director supervises all staff at the center.

QUALIFICATIONS:

1. Bachelor's Degree in Early Childhood Education or a related field, or an Associate's Degree in Early Childhood Education, or a CDA and at least five (5) years of relevant employment in a Child Care area.
2. Must obtain Director's Credential within 90 days of hire.
3. Management experience in day care center operations desirable.
4. Obtain and maintain first aide and infant/toddler CPR certification.
5. Must have a vehicle, valid driver's license and insurance.
6. Obtain OSBI clearance prior to hire.
7. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
1. Computer and Accounting skills are required.
2. Must have an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must be able to lift at least 30 to 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
7. Constantly must visually monitor the behavior, learning, and activities of children.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer,

LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **exempt** from the provisions of the Fair Labor Standards Act as amended in 1974.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)