



DIRECTOR JOB DESCRIPTION

The Child Care Director is responsible for assisting the Owner in operating the child care center in a manner that contributes to the growth and development of children. The Director is professionally prepared as a teacher of young children, especially in the field of early childhood education and/or child development; meeting the requirements of licensing agencies and accrediting organizations. The Director is a warm, sensitive, mature individual who relates well to children and adults.

Qualifications

- Must be at least 21 years of age
- Obtained and maintained at least the Bronze level in accordance with Oklahoma Director's Credential
- Must have a valid Oklahoma state driver's license

Skills

- Extensive knowledge of developmentally appropriate practices in early childhood
- Strong group management skills with children
- Effective organizational and planning skills
- Effective interpersonal skills
- Ability to understand and follow instructions precisely

Responsible to: Owner

Responsibilities/Duties

- Ensures the day to day operation of the child care center
- Must be present in the center at least 50% of operating hours OR a minimum of 30 hours a week
- Cooperating with licensing staff and other appropriate agencies in maintaining compliance with requirements and in improving the quality of care
- Maintaining an environment, including upkeep of equipment, that conforms to OKDHS licensing standards of safety & cleanliness & that is conducive to optimal growth, development, & the well being of all in the center
- Obtaining the required training hours annually to meet the requirements by OKDHS licensing
- Assist with the development of plans for day to day activities and schedules, including all aspects of children's time at the center and is a part of the staff to child ratio
- Responsible for assessment and constant supervision of children at all times to ensure safety
- Attend promptly to children's personal hygiene needs
- Develop rapport with children, parents, and co-workers
- Work with parents to promote understanding of their child's growth and development
- Attends staff and parent meetings and participates in these meetings
- Prepare meals as directed
- Assist with clean up duties and proper sanitation.
- Keep all client information confidential.
- Effectively train and supervise staff by acting as a resource and a role model
- Ensures the supervision and evaluation of all personnel according to approved personnel practices and policies

- Assist with development and maintenance of good staff relationships
- Supervises the coordination of the center's childcare programs to meet the needs of children served
- Performs other duties as assigned by the Owner

Physical Requirements

Must be able to:

- Lift up to 50lbs
- Push emergency equipment with up to 40 lbs of weight
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Able to have visual or hearing capabilities consistent with Child Care Licensing safety requirements

I have read and understand the above job description for the position I am applying for. I agree to comply with the listed qualifications and job requirements.

SIGNATURE

DATE