



*Empowering Young Minds Learning Center, Inc. inspires excellence in the teaching and learning of a diverse and inclusive population of students.*

*Our vision is to promote a quality academic experience, emotional and social stability, and personal growth that caters to the child's individual talents and maximizes each student's potential.*

## Child Care Director

### **General Description**

Administer the Child Care Center in a manner that is programmatically & fiscally consistent with principles of Empowering Young Minds Learning Center by providing a nurturing, stimulating, and soft environment for children and families, while adhering to Florida Department of Children and Families' (DCF) regulations. The Director is responsible for overseeing the daycare facility to ensure that children have a safe and fun environment to learn and socialize with others. The Director will ensure the daycare is operating in a professional, well executed and excellent manner at all times.

### **Major Responsibilities:**

- 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. Recruiting, screening, hiring, assigning scheduling, supervising, training and evaluating staff. In addition, planning and documenting monthly staff meetings while building and maintaining sound human relations among staff.
- Maintaining an environment that conforms to governmental and agency standards.
- 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. Planning and executing and ongoing program that contributes to the emotional and moral development of children.
- Recruiting, screening, enrolling, and evaluating children.
- Planning for attainment for short, medium, and long-term goals.
- Create a budget: The Child Care Director manages the facility's finances, which includes creating and working within a budget. Assuming responsibility for sound fiscal management and reporting of all resources.
- Reporting as required by government agencies via Dept of Children & Families (DCF), Early Learning Coalition (ELC) and others.
- 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.



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- 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 with parents: A Child Care Director will meet with parents to keep parents up-to-date on their child's development and progress, including discussing ways to address any learning or behavioral issues. The goal is to have a Parent Advisory Board.
- Performing additional duties as required.

*(These essential job functions are not to be construed as a complete statement of duties performed. Employees will be required to perform other related marginal duties as required)*

### **Organizational Relationships**

- This position reports to the Executive Operational Director and will have a direct working partnership with him/her.
- This position has a relationship with the Board of Directors by attending and reporting monthly.

### **Education and Experience**

- High School diploma or GED required
- Some college or degree preferred
- National CDA required
- Director's Credentials required
- Experience as assistant director or center director required

*(A compatible amount of training, education and experience can be substituted for minimal experience)*

### **Skills, Knowledge and Abilities**

- 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. Knowledge of governmental, educational and religious standards set forth by DCF and other agencies, which the agency commits.



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- 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; Ability to motivate people to high levels of commitment and performance; Ability to communicate with and train others; Ability to meet the public in a mature and pleasant manner; Ability to work with other employees and public in a tactful and diplomatic manner.
- Leadership skills: The Child Care Director's job is to keep staff motivated and resolve conflicts, which takes good leadership skills. Ability to perform with little direct supervision but in partnership with the Executive Operational Director.
- Ability to use the computer effectively.
- Commitment to strengthen families but with ultimate commitment to the well-being of the child.
- First aid: Child Care Directors must have a good knowledge of child safety requirements and be up-to-date on first aid protocol.
- Good crisis management: A Child Care Director must have strong crisis management abilities, being able to remain cool and composed in a crisis.
- 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.

#### **License, Certification and Registration**

- Valid Florida driver's License
- DCF 45- hour requirement
- Director's Credentials
- First Aid and CPR
- Complete 20 hours of in-service training hours each fiscal year (July- June)

#### **Environmental Conditions**

- Works in a child care setting.
- Some out of town travel may be required for training, if applicable.

#### **Essential Physical Skills**

- Acceptable eyesight and hearing (with or without correction).



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- Ability to communicate both orally and in writing.
- Ability to lift up to 50 lbs.
- Ability to sit at a desk and view display for extended periods of time.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability)*