

**Posting for Child Development Center Director
November 2020**

General Information

Department: Spiritual Formation
Supervisor: Minister to Preschool
Staff Category: Director
Status: Full-time exempt

Job Summary

Responsible for managing the day-to-day operations of the child development center in order to provide effective leadership for the staff and ensure quality care for the children enrolled in this ministry

Core Responsibilities/Tasks

- Attend to the safety and security of all children and staff in the child care center
- Assure compliance with city and state licensing rules and regulations
- Ensure all staff meets licensing requirements; keeping files current
- Ensure staff has assignments that match their skills, abilities, and training
- Direct staff meetings and arrange additional training for staff
- Prepare staff handbook and parent policy handbook
- Hold conferences with parents and staff
- Give tours, maintain waiting list, enroll children, and schedule orientation meetings
- Prepare annual budget including monthly income and expenses and
- Oversee tuition collection and spending
- Purchase supplies and keep classrooms stocked and clean
- Coordinate purchasing of supplies to maximize vendor relationships
- Participate in monthly meetings of the child development center committee
- Create an inviting atmosphere for parents and staff, church members, and visitors
- Coordinate with Hospitality Manager to plan the menu
- Coordinate use of the building with other church ministries
- Lead weekly Chapel service
- Hire, train, develop and manage all supervised employees
- Accomplish all other duties as assigned by supervisor

Minimum Qualifications

- Education: Bachelor's degree in the field of Childhood Education; State of Texas Director's Certificate
- Experience: 5 years as early childhood director, experience rebuilding a program is a plus (due to COVID closure)

Minimum Office Equipment/Computer Proficiency

- Knowledge of basic office equipment, security system and telephone skills
- Computer proficiency - knowledge of the following software is preferred: Microsoft Office, SharePoint, Planning Center