

Job Description

JOB TITLE: Child Development Center Director
FLSA STATUS: Exempt
REPORTS TO: Chief Operating Officer
SUPERVISES: Childcare Supervisor, Childcare Specialists, Cook
DATE REVIEWED: January 2012

JOB SUMMARY: Oversees all childcare services at Emerge! Responsible for values based staff development, performance and service delivery. Ensures compliance with all regulatory, legal and funding stakeholders.

RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES:

- Maintains confidentiality and trust for all employees, participants and visitors.
- Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
- Acts in a manner that presents the agency in a positive light, and furthers a positive image for the agency. Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
- Demonstrates respect, courtesy and dignity for all.
- Responds in a timely manner in all aspects of communication.
- Maintains safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties
- Displays adaptability and flexibility to encourage team, participant and agency health including: initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization.

ESSENTIAL DUTIES:

- Performs various administrative and programmatic functions related the daily operations of the childcare center
- Identifies, addresses, researches and communicates risk and risk management opportunities to reduce agency risk and potential exposure.
- Ensure funding requirements are met including data collection and reporting.
- Identify and create opportunities for increased revenue.
- Collect all childcare fees in a timely manner and ensure timely submission of payment information to the accounting department.
- Assist in creation and implementation of business development and expansion strategies.
- Participate in interviewing, training and evaluation of employees and volunteers.
- Supervise and direct staff, interns and volunteers to ensure uniform interpretation and application of agency, contract and accreditation policies and standards.
- Ensure that appropriate staff training and development occurs to improve quality, maximize retention and recruitment, and conform to licensure and accreditation requirements.
- Knowledgeable about DES, DHS and NECPA regulations and standards for childcare and child development.
- Ensure compliance with all regulations and standards for licensure and accreditation.
- Ensure compliance with the DOE's Child and Adult Care Food Program.
- Maintain state licensure and national accreditation.
- Ensure timely and accurate charting and record keeping for all enrolled children.
- Design, coordinate, and implement developmentally appropriate curriculum (based on the Arizona Department of Education Early Learning Standards) and activities, including for children who have been exposed to domestic abuse.
- Ensure proper supervision of all children at all times.

- Keep informed of current trends in childcare with the focus on child development.
- Address parent complaints and concerns.
- Represent the agency at community functions, meetings, associations, etc. as required.
- Uphold all laws, policies, and procedures of the State of Arizona, Pima County, The City of Tucson and Emerge!.
- Other related duties as required.

POSITION REQUIREMENTS:

- Bachelor’s Degree in Social Work, Early Childhood, Education, Child Development, Nursing, or other child-related field or National competency-based credential such as the Certified Childcare Professional (CCP), Child Development Associate (CDA), or equivalent PLUS three years experience working in a childcare serving children between the ages of 2 months to 12 years
- A minimum of two (2) years supervisory or management experience in a social service setting
- Experience working with children for one year

OTHER POSITION REQUIREMENTS

- Experience in curriculum development
- Experience in risk management and policy implementation
- Bi-lingual (English/Spanish) preferred
- Valid Arizona Drivers License and proof of automobile insurance
- Fingerprint clearance
- Certified in Pediatric CPR and First Aid
- Negative TB test
- Food Handling Certificate
- Complete 30 hours of continuing education in first year of employment and 24 hours per year thereafter

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership skills
- Ability to communicate effectively both verbally and in writing
- Excellent organizational skills and ability to multi-task
- Excellent critical thinking
- Ability to assess potential crisis situations and take appropriate preventive action
- Ability to work well independently and be self-motivated
- Work effectively as a team member
- Computer-proficiency (e.g. Word, Excel, Microsoft office, etc.); data base knowledge helpful

I have read and understand the job description as outlined.

Employee Signature

Date

Employee Name Printed