

# JAMIESON COMMUNITY CENTER

## JOB DESCRIPTION

**CLASS TITLE: Child Care Director**

**FUNCTION:** Develops, organizes and implements a high quality child-care program for children ages six weeks through twelve years, meeting or exceeding all DCFS standards and requirements.

**SUPERVISION:** Reports to the Executive Director and works with the Child Care Advisory Committee.

### Responsibilities:

The Child Care Director is responsible to plan, organize, implement, coordinate, and control the services of the childcare program, exercising independent judgment and decision-making authority as delegated, including budget, policies, procedure, and staff supervision. Under general supervision, the manager operates the childcare program to conform with DCFS regulations and state day care licensing provisions. Responsibilities include the overall management of the center's early childhood program and its operation, facilitating, planning, and coordinating of the children's education programs and activities.

- Support a learning-oriented organizational culture that emphasizes quality experiences for children, collaborative relationships, continuous improvement, and high performance by developing curriculum
- Promotes a safe, nurturing, healthy, positive, caring environment where self-esteem is enhanced, independence encouraged, and individuality respected.
- Maintain accurate records on children to include development, attendance, immunization, and general health; maintain accurate waiting lists
- Develop and maintain parent/guardian relationships and keep parents informed of their child's daily experiences and center activities
- Recruiting, training, supervising and retaining quality staff
- Plan, develop, schedule and/or provide in-service training and staff evaluations
- Order and maintain child care supplies and equipment
- Foster and cultivate partnerships with other organizations
- Prepare and maintain administrative and business reports and records; record payments, bill late charges, collect delinquencies; review financial reports; analyze problems in these areas and make recommendations to resolve them
- Building Facility Management including but not limited to inspections, permitting, code compliance, capital projects, maintenance & repairs

### **Skills & Abilities (i.e. technical, organizations, knowledge, etc.):**

- Excellent customer service skills.
- Able to build successful relationships and have the ability to influence people at all levels.
- Proven track record of high performance and exceptional results.
- Able to lead and manage successfully.
- Skill in planning and organizing, able to meet strict deadlines.
- Effective verbal and written communication skills.

- Able to define problems, and resolve them quickly and appropriately.
- Skill in efficiently handling conflict and complaints.
- Ability to work with frequent interruptions and changing priorities.
- Computer literate, including proficient with Microsoft Office programs.

**Education / Experience:**

- Minimum of 21 years of age
- Bachelor's Degree in Early Childhood Education, Child Development or related field preferred
- High School Diploma or equivalent required
- Minimum of two (2) years experience in a licensed child care facility with at least one (1) year in a Management role
- Must provide written documentation of recent health exam to support excellent health prognosis
- Complete TB skin test and be free from contagious diseases
- Ability to lift up to sixty (60) pounds

**Specialized Training and/or Licensing:**

- Minimum of a day care administrator's credential issued by a professional or education institution
- Must have current Adult, Infant and Child CPR and First Aid certification
- Must participate in an 8-hour orientation, training in the areas of Mandated Reporter, SIDS, SUID, the risks and prevention of Shaken Baby Syndrome, providing care to children with disabilities, lead safety training and related brain development research
- Minimum of thirty (30) hours of training annually: six (6) hours in the areas of management and staff supervision required; six (6) hours in child development or early childhood education required
- ED must meet and maintain all standards as outlined in Illinois DCFS licensing standards for day care centers.

**Compensation / Benefits**

- Competitive Salary
- Annual professional development days (2)
- Vacation/Sick/Bereavement Paid Time Off (commensurate with experience)
- Holidays Paid – New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days)
- Direct Deposit for pay

EOE