

JOB DESCRIPTION AND RESPONSIBILITIES/ DIRECTOR

Title: Director

Hours: 10:00 a.m. to 6:00 p.m. Monday thru Friday

Qualifications: Director must be at least twenty-one years of age, have a High School diploma or General Education Diploma (GED), three years of factory full-time experience in a child care setting and have ten documented hours of formal training in center administration and management. As well as one of the following:

- Child Development Associate (CDA)
- Certified Childcare Professional Credential (CCP)
- Certificate of Mastery in Early Childhood Development
- Associate or Bachelor Degree in Child Development or Early Childhood Development

The director must also obtain a minimum status on the Oklahoma Professional Development Ladder as well as a minimum B-2 level on the Oklahoma Directors Credential Ladder.

Responsibilities

- Assure that licensing requirements are met at all times
- Operate the center in a professional manner
- Ensure confidentiality within the center
- Implement safety precaution measures for the facility
- Keep financial records, pay bills, collect fees and prepare and adhere to annual budget
- Hire, train, supervise and evaluate personnel
- Maintain personnel records
- Hold monthly personnel meetings
- Enforce and review personnel policies

- Adhere to staffing ratios
- Motivate personnel and encourage on-going professional development
- Arrange in-service professional development when possible
- Be available for personnel questions or concerns
- Ensure safety of children and personnel at all times
- Orient families to the center and inform them of policies
- Be available for family questions and concerns
- Hold family meetings and center board and staff meetings
- Maintain child records and monitor information
- Ensure center is clean and building is secure, even in emergencies

Pay schedule: The center is paid weekly. Pay is based on experience, education and credential as determined by the center.

EXAMPLE