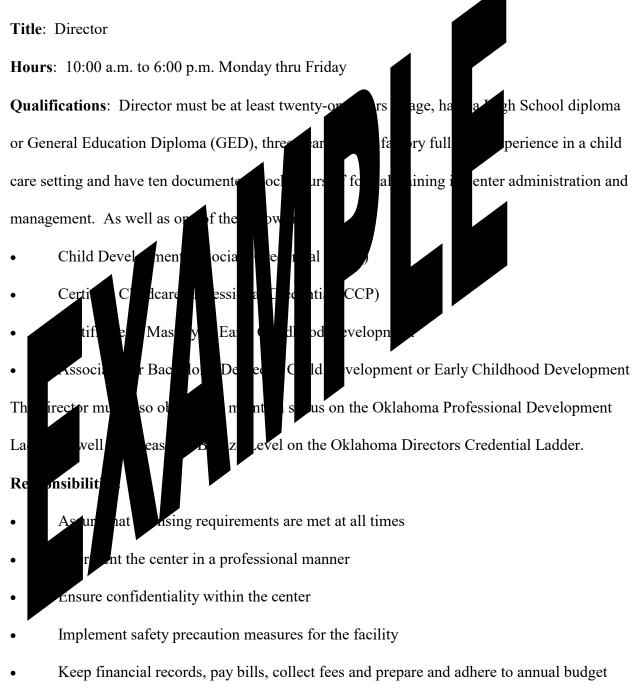
JOB DESCRIPTION AND RESPONSIBILITIES/ DIRECTOR



- 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

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• Arrange in-service professional development when possible

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- Be available for personnel questions or concerns
- Ensure safety of children and personnel at all time
- Orient families to the center and inform ther
- Be available for family questions and
- Hold family meetings and cent
- Maintain child records and mo

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