



JOB POSTING-- DIRECTOR

ST. MATTHEWS GREENBRIER PRESCHOOL

FULLTIME SALARIED POSITION

Summary of Responsibilities

Responsible for the overall efficient operation of an early childhood development center, including management of the planned program, supervision of staff, communication with parents and corporate office

Essential Functions

- Plan and implement daily program.
- Supervise staff.
- Maintain enrollment.
- Plan program activities which are appropriate to the interest and needs of the children.
- Coordinate USDA Food Service program.
- Ensure program meets all regulatory and contract requirements at both state and local levels.
- Plan and participate in parent conferences as needed.
- Familiarize the parents of newly enrolled children with the center's expectations and routines.
- Provide accurate and timely delivery of program information and forms to include but not limited to staff time sheets, enrollment and drop forms, fees and fee related paperwork, CCMS contract paperwork and USDA food program paperwork.
- Assume additional related duties and responsibilities as enumerated by the Executive Director.

Required Experience

- Minimum one (1) year supervisory experience in child care or related field.
- Meet Department of Family and Protective Services requirements for a child care Director.
- Excellent verbal and written communication skills.
- Ability to relate to adults and children.

Qualifications

- At least 21 years of age.
- High School Diploma, or equivalent, and at least one:
 - ❖ A Bachelors Degree from an accredited college or university with 12 credit hours of child development or early childhood education.
 - ❖ An Associate of Arts Degree in Child Development or closely related area and one year experience in a center.
 - ❖ A Child Development Associate Credential.
 - ❖ A Day Care Administrator's credential recognized Licensing and one year experience in a center.
 - ❖ Three years experience as a director or staff in a licensed child care facility and six credit hours in child care, early childhood education, or child development and six credit hours in business management from an accredited university or college.

Required Licenses and Certificates

- Current CPR and First Aid certification within 30 days of employment.
- Valid driver's license and acceptable driving record.
- Other center licensing requirements as outlined in regulations.

Apply online: www.claytonyes.org

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