

Children's Learning Center of Richmond Heights, Inc.

Job Description: Learning Center Director

Summary

Directs and supervises the overall operation of the Children's Learning Center of Richmond Heights, Inc., which includes providing instruction and care for the children by performing the following duties.

Essential Duties and Responsibilities

Includes but not limited to the following:

- Oversee the day-to-day operations of the center while demonstrating exceptional leadership skills, professional conduct, and communication skills.
- Supervision and scheduling of staff
- Professionally communicate with both staff and parents
- Maintain a professional personal appearance, attitude, and work behavior
- Ensure that DCF, School Readiness, VPK and OEL (Office of Early Learning) policies and procedures are implemented
- Maintain Center's Accreditation
- Arrange and conduct staff meetings and on-going training
- Maintain DCF compliance regulations;
- Renew DCF license annually
- Complete and submit daily/weekly/monthly and annual reports as required
- Manage Employee and Student files according to DCF rules and confidentiality
- Oversee/Conduct New Hire Orientation
- Conduct tours of the facility
- Collect tuition payments and make timely bank deposits
- Implement an approved School Readiness and VPK curriculum that meets the children's educational needs throughout CLC; incorporate Christian principles
- Ensure School Readiness and VPK documents are submitted monthly for reimbursement
- Renew School Readiness and VPK contracts annually prior to deadline
- Ensure profitability, maximize enrollment, and maintain financial aspects of the school; includes setting and maintaining fees as approved by CLC Board
- Comply with Child Care Food Program Regulations
- Complete and submit Child Care Food Program month end reports and required data for reimbursement
- Review and approve menu plans and food purchases to ensure compliance
- Participate in quality initiatives that enhance the center and improve staff performance
- Evaluate staff at least annually based on classroom observations and professionalism displayed, set goals for improvement with staff individually
- Evaluate newly hired employees at the end of the 3 month probationary period
- Discuss budget and funds availability with SBC Finance Manager prior to awarding salary increases, Teacher Appreciation monetary compensation or Christmas bonuses; must also provide documentation to CLC Board of Governance for approval of expenditure prior submitting request to Business Office for payment

- Reconcile petty cash as funds deplete; submit to business office with receipts for expenditures. Provide a copy of packet submitted to CLC Board of Governance at monthly board meeting
- Plan quarterly parent involvement activities (luncheons, programs, sessions on parenting)
- Plan monthly children's events and special activities
- Attend CLC Board of Governance meetings to give report on center concerns, financial & enrollment standing, information requested by board, upcoming events, fundraisers and to receive guidance
- Maintain parent committee and attend parent group meetings
- Monitor and assist parent committee with planning fundraisers
- Monitor parent committee bank account
- Attend meetings held by Early Learning Coalition, DCF, and partners offering quality initiatives that benefit the center
- Attend training to maintain DCF certification
- Purchase consumable supplies, books and equipment as needed, within budget
- Report center maintenance issues with SBC Director of Church Operations or SBC Maintenance Supervisor
- Approve and submit payroll prior to deadline; print and distribute employee check stubs weekly
- Perform classroom teachers' and cook's duties when necessary
- Other duties as assigned

Required Qualifications and Skills

- Must hold a minimum of an Associate's Degree in Early Childhood and an active staff credential
- Applicants must have an active Florida Directors Credential with VPK endorsement
- Must have extensive knowledge of the VPK program and requirements from the ELC
- Strong computer skills, including Microsoft Office (Word, Excel, and Publisher), internet, and Child care management software program
- Pleasant and friendly demeanor and an outgoing personality
- Professional and dependable
- Strong organizational skills, ability to multi-task, and strong time management skills
- Excellent communication, customer service, and problem solving skills
- Must be able to maintain composure and the ability to handle stressful situations
- Excellent interpersonal and leadership skills
- Ability to interview and hire qualified childcare personnel
- Must pass background screening

Preferred

- Classroom teaching experience in an early childhood facility is a plus
- A minimum of 2 years' experience as a Director of a preschool preferred
- Knowledge of OEL month end procedures for School readiness and VPK reimbursement