

WESTMINSTER CHILD DEVELOPMENT CENTER

Job Description – Director

Position Summary:

The Director is responsible for the day-to-day operation of Westminster Child Development Center (“the Center”) and the educational, social and spiritual development of the children enrolled there. The Director must be someone who will excel in a non-profit, progressive child care center with high standards. He/she will need to bring a balance of strong administrative skills and creative teaching and leadership skills. He/she must be committed to the team work philosophy and be willing to perform others’ duties as required or requested, including occasional work in the rooms. Dependability and flexibility are important characteristics of this position. The Director is accountable to the Board of Directors of the Center, and will be responsible for any and all duties or responsibilities identified by the Board, whether or not specifically set forth below.

Education and Qualifications:

The Director will possess a Bachelor’s Degree in Early Childhood Education or Child Development with graduate work or an advanced degree in ECE, Child Development or Child Care Administration. The Director will have considerable experience teaching young children as well as substantial managerial and administrative experience. Prior experience directing a child care center is desirable.

Essential Duties and Responsibilities:

Responsible for all business-related aspects of the Center, including:

- Attending all monthly Board of Directors’ meetings and reporting to the Board of Directors regarding the functioning of the Center.
- Developing, in conjunction with the Board of Directors, long term goals and objectives for the Center.
- Hiring, training, supervising, directing, scheduling, evaluating, disciplining and discharging Center staff in accordance with accreditation and licensing requirements and Center policies, including the personnel policies set forth in the employee handbook.
- Maintaining all employee files and records, including medical records, transcripts, evaluation, benefit hours, etc.
- Revising and updating staff job descriptions as necessary.
- Developing and implementing policies and procedures for running the Center in cooperation with the Assistant Director and the Board of Directors.
- Marketing the Center to prospective parents and families.
- Communication with prospective parents and giving tours for enrollment purposes.

- Communication on behalf of the Center with staff and families. This includes availability to answer questions and address concerns raised by parents and/or staff.
- Working closely with the officers of the Board of Directors, particularly the Treasurer, in order to follow sound fiscal management policies.
- Providing to the Treasurer all information necessary for preparing the monthly Treasurer's report, and providing to the Board any other financial or business information as required or requested.
- Purchasing all supplies and materials for the Center and for storing and maintaining those items.

Responsible for operating the Center as the mission of Westminster Presbyterian Church

- Meeting with the staff of Westminster Presbyterian Church at their weekly staff meeting and as otherwise requested or required.
- Communicating and cooperating with church staff to facilitate the smooth operation of the Center as a mission of the church.
- Networking within the Grand Rapids community, with other child care center directors, and within the church to promote and advocate for all children and families, particularly those of the Center.
- Ensuring that the values of the church and the Board of Directors are reflected in the operation of the Center.
- Actively promoting racial, cultural, social and economic diversity within the Center.

Responsible for all regulatory aspects of the Center and all aspects of the Center curriculum, including:

- Maintaining accurate records, procedures and policies in compliance with licensing standards and regulations of the State of Michigan and the National Association for the Education of Young Children (NAEYC).
- Demonstrating an ongoing and growing understanding of Developmentally Appropriate Practice as defined by NAEYC.
- Familiarity with and adherence to the NAEYC Code of Ethics.
- Leading the Center through the renewal process for accreditation as required and ensuring continued accreditation.
- Oversight of all licensing and accreditation visits to the Center.
- Ensuring proper staff-to-child ratios at all times.
- Ensuring developmentally-appropriate curriculum goals for all children enrolled in the Center.
- Planning and coordinating all Center parent events, with assistance of the Board of Directors and Center staff.
- Maintaining an active membership in at least one professional organization.
- Ensuring continuing early childhood education for all staff (including the Director) through reading, research, college/university course work, attendance at conferences and workshops, etc.

Responsible for maintaining a healthy and safe environment at the Center, including:

- Ensuring the maintenance and cleanliness of the Center, including routine repairs and the scheduling of a cleaning service. This is to be done in close cooperation with church custodial staff.
- Overseeing the kitchen, including approval of menus, maintenance of the food budget, ensuring safe kitchen procedures and kitchen cleanliness and interfacing with the contracted food service providers. This responsibility includes working closely with the church Kitchen Manager.
- Approving, observing and supervising the programs and curriculum in each room.
- Ensuring and maintaining appropriate security measures for the Center, in cooperation with the Board of Directors and church staff.
- Developing, implementing and maintaining policies and procedures which will ensure the safety and security of all children enrolled at the Center.

Communication Requirements:

- Must be able to communicate effectively in verbal and written English.
- Must interact effectively and harmoniously with the Board of Directors, Center staff, church staff, families and children.
- Must have discretion in handling confidential/sensitive information.

Financial Skills:

- Must understand budgetary objectives and be able to operate within a budget.
- Must have a working knowledge of sound fiscal principals.
- Must be committed to careful, consistent and up-to-date record-keeping
- Must be able to communicate effectively with the Board of Directors regarding all financial matters relating to the Center.

Physical Requirements:

The physical demands described here are representative of those that must be met by the Director in order to successfully perform the essential functions of the job: the position involves frequent sitting, walking and hand manipulation, and intermittent bending, standing, kneeling, and twisting. The position will occasionally require lifting of up to 30 pounds. A valid drivers' license is also necessary as occasional driving is required.