

Director Job Description

Ralston Trinity United Methodist Church

Responsibilities include, but are not limited to:

1. Be responsible for the daycare compliance with rules and regulations.
2. Be within the child care area a sufficient number of hours to permit adequate attention to the management of the daycare. This is to include at least two late nights to assure afternoon staff have guidance.
3. When absent, another staff member will be designated to be responsible and accountable for management of the daycare.
4. Provide written personnel policies/procedures and guidelines specific to:
 - a. job descriptions and responsibilities,
 - b. position qualifications, skills, knowledge, abilities, and physical demands of each job
 - c. hiring of staff, verbal and written warnings, and yearly evaluations
 - d. work schedules not to exceed 40 hours a week.
 - e. ensure adult to child ratios are met at all times
 - f. ensure daycare maximum capacity is not exceeded at any time.
 - g. enrollment and attendance of children
 - h. emergency procedures for fire and any situation threatening the safety of children and/or staff.
5. Assess own ability and that of the staff to provide care for special needs children while meeting the needs of other children enrolled.
6. Provide orientation and training for new staff of all child care regulations.
7. Schedule continuing education and training for all staff and ensure that records, including topic, date, and time length, are maintained for each session.
8. Ensure that daycare staff identify and review incidents, accidents, complaints, concerns, and monitor patterns and trends in the overall daycare operation to be proactive and take actions to alleviate problems.
9. Develop and implement written procedures that require the reporting of suspected physical abuse, neglect, or sexual abuse of any child in care at the daycare. A report needs to be filed with the Child Abuse-Neglect Hotline and/or local law enforcement agency no matter where the abuse occurred.
10. Not knowingly allow any individual who is a registered sex offender on the premises unless a parent to pick up/drop off his/her child.
11. Ensure that parents have access to their children at all times.
12. Ensure confidentiality and professionalism regarding children, parents, staff and community.
13. Develop and use written criteria for staff to give or apply any medication safely, including over the counter meds.
14. Assist in coordinating preschool functions.
16. Ensure that care of building is maintained.
17. Works in coordination with Education Director.
18. Reports to the Pastor and Board of Directors.

Minimum Requirements:

- Knowledge of current child development and early childhood education theories and practices.
- Proven experience maintaining clear boundaries and setting age appropriate discipline standards for children using positive reinforced guidelines.
- Ability to organize, multitask, problem solve, and make decisions.
- Excellent communication skills; written, verbal, and listening.
- Proven ability to work with individuals with diverse backgrounds.
- Exhibit stress management, team building and time management skills.
- Displays a christian attitude and demeanor.
- A team player with a sense of humor and a ready smile!

Experience and Qualifications:

- CPR and First Aid Certification
- A CDA , Child Development Degree, credential with experience working in a regulated child care environment;
- Associates Degree in Child Development, Early Childhood Education(ECE), Elementary Education or equivalent;
- Bachelor's Degree with ECE/Child Development major/emphasis and teaching experience;