

## **Childcare Director Job Description**

### **POSITION SUMMARY**

The LHLP Childcare Director will have a strong track record of childcare experience including the hiring, directing, and motivating of staff, building relationships with children and parents, and adhering to a budget. This position will lead a team of 15-20 staff, working together to offer quality education in a safe and nurturing environment. This is a full-time, exempt position.

### **ACCOUNTABILITY**

This position is accountable to the Loving Hearts Learning Place board of directors, the session of Southminster Presbyterian Church, and the church's head of staff (Pastor).

### **EDUCATION AND EXPERIENCE**

1. A 2-year college degree in Early Childhood Education or related field required; 4-year college degree is preferred.
  - If college degree is not in Early Childhood Education, must be able to start a Child Development Associate Credential (CDA) within 1 year of hire or equivalent.
2. Must have 5 years experience in childcare or education field. One year minimum of supervisory experience is strongly preferred.
3. Must be a team builder, highly organized, detail-oriented, and possess excellent customer service and communication skills.
4. Budget development and administration skills preferred. Planning and program development skills preferred.
5. Must hold a valid driver's license, insurable driver's record according to SPC's insurance carrier.
6. Must have computer proficiency including Microsoft Word, Excel, along with ability to learn additional programs, including ProCare software.
7. Required to pass a criminal background check, sex offender registry check, and drug test.
8. CPR/AED and First Aid certification required.
9. Physical Requirements: Must be able to bend, stoop, stand for extended periods, lift up to 50 lbs., and respond quickly to needs in classrooms.

### **RESPONSIBILITIES**

#### Administrative & Operations:

1. Supervise the operation of Loving Hearts Learning Place to ensure that the childcare center operates in accordance with all state licensing standards and in fulfillment of the church's mission.
2. Responsible for all aspects of program development, quality, and safety.

3. Develop and maintain the operating policies and procedures as approved by the LHLP board and SPC session.
4. Plan, in cooperation with the LHLP administrative team, a program suited to the needs of the children who attend the childcare center.
5. Plan in cooperation with the ministry staff and session the use of the building and resources including space, equipment, food, records, and materials.
6. Maintain supplies, equipment, and resources necessary for the operation of the childcare center.
7. Develop, implement, and monitor annual budgets for programs and classrooms.
8. Develop, manage, and monitor assigned operating budgets to meet or exceed targets. Recommend adjustments to the budget to ensure balanced operation and submit reports monthly to the session on current operations.
9. Ensure the efficient processing of tuition billing.

#### State Licensure:

1. Plan, design, evaluate, and implement all aspects of the childcare program in accordance with FSSA, PTQ, NECPA, and Indiana state licensing requirements.
2. Maintain accurate records of attendance, registration, student records, health records and licensing reports.
3. Maintain classroom staffing levels at all times to the proper ratio as specified in state licensing standards for the number of children present.
4. Cooperate with required reports and inspections; respond to inspection requests within required timeframes.

#### Facilities:

1. Inspect equipment within the building for safety hazards, damage, or wear.
2. Communicate any suggestions to direct supervisor to improve the site operations.
3. Monitor and assist in maintaining the cleanliness of the childcare center.

#### Staff Relations & Management:

1. Recruit, hire, train, retain, motivate, and evaluate LHLP teaching staff and the Assistant Director.
2. Ensure staff members maintain required training.
3. Hold effective staff meetings.
4. Respond quickly to teacher and classroom needs, substituting in classrooms when needed.
5. Communicate any concerns or incidents that may need follow-up.
6. Communicate effectively with teaching staff regarding policies, childcare needs, and general operations.

### Family & Parent Relations:

1. Build relationships with parents and families, program participants, church, and community partners.
2. Effectively communicate policies, conscious disciplinary practices, as well as children's behaviors and needs to parents and families, scheduling parent conferences as needed.
3. Remain visible and approachable to families and parents when on duty.
4. Increase family awareness of healthy child development practices.
5. Actively recruit, train, and engage groups of parent/family volunteers.
6. Develop and attend parent events/family programs.
7. Protect confidential information regarding program participants, families, and staff members.

### Marketing & Communications:

1. Develop and distribute positive and resourceful parent communication in a timely manner.
2. Develop and distribute marketing materials to recruit new children and families to the childcare center.
3. Communicate current events and relevant needs with the church and ministry staff.

### **EVALUATION**

The Childcare Director shall be reviewed annually by the Pastor (Head of Staff), Personnel Committee Chair, and Chair of the LHLP Board.

### **SCHEDULE**

Monday to Friday, can vary, typically 40 hours per week. On call for parent communication.

### **BENEFITS**

- Salary Range: \$50,000.00 - \$55,000.00 per year
- Employee program discount
- Health insurance through the PC(USA) Board of Pensions
- Vacation and PTO Leave
- Professional development assistance
- Retirement plan