Child Care Center Director

Job Description

The following is a list of activities and job functions for which the Center Director has primary responsibility. The Center Director is a member of the Providence Presbyterian Church Staff. The Director must meet and maintain SCDSS Qualifications for a Center Director. The Director will be required to perform other duties as needed to maintain the Center at an optimal level for all children, their families and all staff.

Primary Responsibilities:

Staff
- Interviewing and hiring qualified staff. Providing appropriate orientation and training.
- Supervising staff on an on-going basis, including the development of work plans.
- Informing staff of licensure requirements and policy changes through regular staff meetings.
- Locating appropriate training opportunities and making accommodations for staff to attend.
- Scheduling to maintain an efficient number of staff to meet the center’s needs.
- Providing support to staff and maintaining employee confidentiality.
- Maintaining current and accurate staff records (including all SC licensing required components).

Children/Families
- Complete enrollment information (including applications, immunization and allergy records).
- Ensure that all children’s records are current and accurate (includes all SC licensing required components).
- Ensure that the center meets all SC licensing requirements. This includes, but is not limited to:
  - Standards of health and safety (Sanitation)
  - Learning environment
  - Nutrition and food preparation
  - Physical safety and well-being of children and staff
  - Fire Regulations
- Establishing and executing policies and procedures that ensure the well being of children, such as:
  - Developmentally Appropriate Curriculum
  - Positive Behavior Management Plans
  - Safe arrival and departure
- Maintaining an environment that is tolerant and respectful of child and family cultures, values and differences.
- Establishing relationships with individual children and families and being responsive to their needs.
- Providing care in classrooms as needed to meet safety and licensing regulations.
- Provide families with information and assistance with community resources.
- Report evidence of suspected abuse/ neglect to local Department of Social Services.

Center Operation
- Maintain the facility in accordance with SC licensing standards.
- Maintain center records (includes emergency drills; building, fire and sanitation inspections).
- Develop and update personnel and operational procedures.
- Develop and maintain the annual budget in conjunction with CDC Ministry Chairperson. Maintain payroll and benefits packages.
- Monitor fee payments.
- Oversee/approve orders of appropriate center supplies for provision of care (food, gloves, toiletries, etc).
- Approve and order materials and supplies for classroom programs and activities.
- Represent the center in the community and act as a liaison with other agencies.
- Establish and maintain a healthy, safe and fun working environment.

Reports to CDC Ministry
DSS Regulations

(c) The center director and center co-director(s) shall be at least 21 years of age and meet one of the following qualifications:

(i) A bachelor’s degree or advanced degree from a state-approved college or university in early childhood education, child development, child psychology or a related field that includes at least eighteen credit hours in child development and/or early childhood education;

(ii) A bachelor’s degree from a state-approved college or university in any subject area, six months experience working with children in a licensed, approved or registered child care facility;

(iii) An associate’s degree from a state-approved college or university in early childhood education, child development, child psychology or a related field, that includes at least eighteen credit hours in child development and/or early childhood education with six months work experience in a licensed, approved or registered child care facility;

(iv) A diploma in child development/early childhood education from a state-approved institution or a child development associate credential (CDA), and one year work experience in a licensed, approved or registered child care facility; or

(v) A High School Diploma or GED with 3 years experience in a licensed, approved or registered child care facility. One year shall include supervision of child care staff.

In addition, the Director shall have three letters of reference on file in the center.

The Director must have all of the DSS Required paperwork for any employee:

- Employment Application Form
- Copy of High School Diploma or College Diploma
- Consent to Release Form (Abuse Check) – DSS 2924
- Statement of Compliance (Swears not been Convicted) – DSS 2925
- Finger Prints –Results in SLED/FBI Check
- Medical Statement – DSS 2901
- Health Assessment Form – DSS 2926 – Required every 4 years
- TB Test – Required Once
- Discipline Policy
- Orientation
- W-4
- Employee Benefits Form
- I-9 Employment Eligibility Verification
- Annual School Agreement (Read Parent and Employee Handbooks)
- Confidentiality Policy

Optional Forms:

- CPR Certificate
- First Aid Certificate
- Driving Record