

**POSITION DESCRIPTION
CHILD DEVELOPMENT CENTER DIRECTOR**

I. INTRODUCTION

The incumbent in this position serves as a Director for the Kaleidoscope Early Childhood Discovery Center which is owned by the Temple Housing Authority (THA). The mission of this organization is to provide a safe, nurturing, and educational environment for children in our care. The Director will be knowledgeable of all THA policies and procedures as well as program requirements from all federal, state and local agencies regarding the proper management of a child care facility. The Director is responsible for the overall supervision and management of classroom staff and will directly supervise the teachers. The Director will also be responsible for the supervision and implementation of a developmentally appropriate curriculum providing a positive classroom environment for the children enrolled therein. The tasks for the Director will be accomplished in accordance with the Department of Human Services (DHS) including Child and Adult Care Food Program (CACFP), the Texas Department of Family and Protective Services (DFPS), Child Care Services (CCS), the National Association for the Education of Young Children (NAEYC) and Temple Housing Authority (THA) regulations, guidelines, and policies.

II. DUTIES AND RESPONSIBILITIES

1. Oversee the operation of the Center and associated programs to include assisting the THA Chief Financial Officer in budget preparation and budget execution.
2. Hire and terminate center employees in compliance with the guidelines established by the Temple Housing Authority policies and procedures.
3. Maintain employee files to ensure proper documentation for all regulating agencies.
4. Assist with payroll by providing accurate employee time information. Monitor absences and overtime.
5. Weekly monitoring of enrollment.
6. Conduct parent/teacher conferences as required.
7. Collaborate with local educational institutions, agencies and community projects to promote Kaleidoscope as a positive influence in the community.
8. Supervise the Curriculum Coordinators in planning , coordinating, and implementing effective classroom activities in a developmentally appropriate program using CCS and NAEYC standards and guidelines, and ensure that classroom teachers do the same. Work to ensure continuity of curriculum and a high standard of quality in all classrooms.

9. Exercise effective and responsible leadership and management of classroom staff to anticipate and meet changing program and center goals and objectives. Communicate in a positive way with all employees and seek solutions to misunderstandings and problems.
10. Coordinate the implementation of all NAEYC accreditation and re-accreditation standards and reporting.
11. Supervise and manage staff in the center. Prepare employee schedules to ensure staff/child ratio that meet DFPS, CCS, and NAEYC requirements.
12. Identify areas for training and development for individual employees as well as groups of employees on a continuing basis.
13. Support Curriculum Coordinators in planning and implementing weekly team meetings.
14. Provide staff with requested supplies used to implement weekly curriculum activities.
15. Evaluate staff as needed, but no less than once a year.
16. Interact positively with parents to encourage personal and professional growth and to promote family well-being. Provide referrals to Resident Services Department when needed.
17. Administer the CACFP in accordance with written procedures.
18. Oversee preparation of CCS documentation to request funding for tuition by the 5th of each month.
19. Maintain effective and positive working relationships with supervisors, co-workers, and subordinates.
20. Maintain an environment that conforms to DHS, DFPS, CCS, NAEYC, and THA standards of health, safety, and cleanliness and that is conducive to the optimal growth and development of the children, and the safe and effective operation of the center and its staff. The Director is also responsible for reporting potential safety hazards and recommendations for eliminating or reducing hazards in the workplace to THA.
21. Report any employee work related accident to THA and complete required documentation.
22. Report any serious injury to a child while in care to DFPS representative and THA. Provide necessary documentation.
23. Review and update policies and procedures on an continuing basis to promote effective management as the program changes.

24. Create procedures as necessary to promote quality in the program. Administer the implementation of these procedures and any reporting to any regulating agencies and THA when necessary.
25. Attend and participate in a minimum of 25 hours of training per year, and exhibit a continuous commitment to professional growth and development.
26. Monitor the collection of tuition and fees.
27. Ensure all reports to regulating agencies are prepared in a timely and accurate manner.
28. Monitor the safe arrival zone and departure zone on a daily basis at the center as well as during field trips and other program-sponsored activities, and ensure that classroom staff does the same.
29. Schedule and conduct regular staff meetings and attend parent advisory meetings.
30. Always portray a positive image of the Agency within the community.
31. Drive the Agency bus as needed. Obtain/maintain a CDL license.
32. All other duties as assigned.

III. EDUCATION/SKILLS

1. Bachelor's Degree in Early Childhood Education or a related field. Experience and other DFPS approved criteria may be substituted for degree if deemed appropriate by the Executive Director. Director must maintain DFPS Director qualifications.
2. Minimum of 3 Years experience in child care or a related field.
3. Ability to organize and prioritize multiple tasks and projects effectively.
4. Be certified in first aid and cardiopulmonary resuscitation of children within two months of employment.
5. Ability to maintain accurate data reporting and the ability to maintain confidentiality of children, families and program information.
6. Ability to supervise a large staff.
7. Must be able to mentally and physically participate in all classroom and center activities with children.
8. Ability to operate standard office equipment such as a computer, typewriter, fax machine and copier.
9. Effective oral and written communication skills.

IV. PHYSICAL REQUIREMENTS

Employee must be able to stand for long periods, climb stairs, kneel, stoop, sit on the floor with children, lift up to 20 lbs., and walk as required to complete duties. Also the employee may be required to sit for scheduled periods of time and interact with children using the computer.

V. OTHER REQUIREMENTS

1. Must possess and maintain a valid Class C driver's license and maintain a driving record which will meet requirements of THA auto insurance carrier. Employee must protect insurability by driving in such a manner both on and off the job so as not to be found guilty of DWI or have been issued a number of traffic violations which result in cancellation of the employee's coverage or an increase in rates. Upon such notice, the THA Executive Director may terminate the employee for misconduct related to the job.
2. Employee must not be involved in the unlawful manufacture, distribution, possession, dispensation, or use of a controlled substance. The THA Executive Director may terminate the employee for these practices.
3. Submit to criminal history check through DFPS. Must meet their criteria to be eligible for employment in a childcare center.

VI. CHARACTERISTICS

Employee must possess a pleasant and courteous demeanor, mature judgement and the ability to work as part of a team.

VII. SUPERVISION RECEIVED

Employee is under the direct supervision of the THA Executive Director.

Certification:

I have read and understand the above position description and agree to fulfill all job requirements.

Employee Signature

Date