



Immanuel Lutheran Child Development Center

Early Childhood Director

SUMMARY OF GENERAL POSITION

The director performs the overall administration, management and supervision duties of an accredited child development program, ensures compliance with applicable local, state, federal regulations, and ILCDC Policies and Procedures. This person shall report to the administrator of the school and be responsible to the Board of Education.

DUTIES AND RESPONSIBILITIES

- Ensure hired staff, program placements and volunteers receive proper orientation to program and training to carry out responsibilities, ensure regular meetings for program planning, implementation and attainment of goals.
- Provide effective supervision; perform such personnel actions that may be deemed necessary in compliance with ILCDC Policies and Procedures.
- Maintain personnel records with staff qualifications, education, performance evaluation, plan for improvement, physical, criminal history check and finger printing.
- Develop an annual expense and income budget, adjustment of child fees as required, ensure center expenditures are within prescribed budget with the supervision of the principal.
- Ensure annual inventory of center materials, supplies and equipment, all new purchases added to inventory, repair or replace needed items, replacement of equipment budgeted for as required.
- Obtain and maintain children's files with complete information.
- Maintain child enrollment as required by licensure, monitor enrollment and attendance, ensure follow-up of irregular attendance for enrolled children.
- Ensure teacher/child ratio requirements; hire qualified substitute teachers as required.
- Ensure accurate billing of child care fees, posting, receipting and monthly statement is sent no later than the last business day.
- Monitor nutrition program services to ensure snacks are prepared and served for the appropriate number of children each day.
- Monitor maintenance services program to ensure center environment is in a safe, clean and healthy condition so that the center facility meets all health, fire, and state licensing requirements. Report all requirements to the Board of Education.
- Develop educational resources and information for parents including center library, pamphlet/brochure file, newsletters, calendar of center events, activities, education, nutrition, mental health, guidance techniques, etc.
- Develop, structure, implement and monitor developmentally appropriate classroom schedules, fostering a program encouraging independence in children, as they are ready
- Develop, structure, implement and monitor developmentally appropriate classroom curriculum, ensuring equal respect and consideration for children of all races, religions, family backgrounds, and cultures.
- Supervise and mentor educational staff, program placements, co-op students and volunteers
- Ensure center work schedule for the educational staff meets center needs, meeting appropriate teacher/child ratios, arranging substitutes as needed or substituting in a classroom when necessary.

Qualifications

- State Department of Health & Welfare Declaration of Residency, criminal history check and finger printing.
- Preferred Baccalaureate Degree in Education Early Childhood Education and/or Child Development
- First Aid/CPR Certification
- Any combinations of education, training and experience that demonstrates competence in the areas of program administration, office administration, and the ability to plan, implement and evaluate policies.
- Must be able to communicate effectively orally and in writing, maintain a professional healthy working environment, and establish and maintain effective working relationships,
- Must be 18 years of age or older
- Must work a 40 hour work week with set office hours
- Salaried position - \$28,500