

# EMPLOYEE CHILD CARE DIRECTOR JOB DESCRIPTION

---

**Job Title:** Employee Child Care Center Director      **Wage/Hour Status:** Exempt

**Reports to:** Chief of Staff and Governance      **Pay Grade:** 103-B 217 Days

**Dept./School:** Employee Services      **Date Revised:** 08/2018

**Primary Purpose:**

To coordinate, budget, manage the daily successful operation of the Employee Child Care and supervise employees at the Crowley ISD Employee Child Care Center following the Department of Family and Protective Services (DFPS) and school district guidelines.

**Qualifications:**

**Education/Certification:**

- Bachelor's degree in Education with a concentration in Child Development or Early Childhood
- Must be able to be certified as a Director of a child care center per the Texas Department of Family & Protective Services

**Special Knowledge/Skills:**

- Thorough understanding of child care center operations
- Strong organizational, communication, public relations, computer and interpersonal skills
- Ability to coordinate center functions
- Ability to implement policy and procedures
- Knowledge and implementation of Texas child care guidelines and state licensing
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices
- Accepts and respects differences in children, parents and coworkers
- Ability to manage a budget

**Experience:**

- Three years experience as a classroom teacher of young children
- Three to five successful years' experience managing child care facilities

**Major Responsibilities and Duties:**

**Instructional Management**

1. Maintain, at all times, high quality child care standards based on developmentally appropriate practices.

**Personnel Management:**

2. Supervise all staff members of the child care center, including substitute staff.
3. Oversee hiring process and orientation for all new staff.
4. Provide accurate and meaningful annual performance evaluations for all child care staff.

**Management of Fiscal, Administrative, and Facilities Functions:**

5. Develop a budget for the center and establish controls to assure that the center adheres to the budget.
6. Ensure that the program is cost effective and funds are managed prudently.

## **EMPLOYEE CHILD CARE DIRECTOR JOB DESCRIPTION**

---

7. Oversee the day to day functions of the child care center and manage staff.
8. Develop and implement policies and procedures for the operation of the child care center.
9. Assure consistent compliance with all Texas DFPS Minimum Standards, including maintenance of annual fire, health and other inspections.
10. Coordinate the annual licensing of the child care center with DFPS.
11. Oversee the maintenance of files according to DFPS requirements.
12. Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed.
13. Provide reliable, accurate and timely information about the child care center to interested parties.
14. Attain and maintain membership in National Association for the Education of Young Children (NAEYC).
15. Assist in other projects as assigned by supervisor.
16. Follow all rules, regulations, and policies of Crowley ISD and follow directives from supervisors.
17. Follow attendance policy as assigned by supervisor.
18. Perform other functions that may be assigned by the Administration and/or supervisor.

### **Professional Growth and Development:**

19. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
20. Oversee the training and professional development of all child care staff.

### **School or Community Relations:**

21. Articulate the center's mission to employees and other stakeholders and solicit support in realizing the mission.
22. Use appropriate and effective techniques to encourage community and parent involvement.
23. Represent the center in a professional, courteous and positive manner at all times.
24. Promote a positive, caring climate for learning for staff, students, and parents.
25. Deal sensitively and fairly with persons from diverse cultural backgrounds.
26. Communicate effectively staff, students and their families.

**EMPLOYEE CHILD CARE DIRECTOR  
JOB DESCRIPTION**

---

**Other:**

27. Perform any and all duties as assigned.

28. Successfully advances district initiatives.

**Supervisory Responsibilities:** Supervise all staff of the child care center, including substitute staff.

**Working conditions:**

**Mental demands/Physical demands/Environmental factors:**

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_