

Job Description for the Center Director Silver Spring Child Care Center

Summary of the Center Director Position

The Center Director will provide leadership, vision, and management for the Silver Spring Child Care Center ensuring an enriching, safe, age-appropriate curriculum and environment for children, a professional and supportive environment for teachers and staff, and a welcoming environment for parents. The Center Director has primary responsibility for:

- Managing the resources of the Center including finances, staff, programs, and facilities.
- Complying with all licensing
- Complying with accreditation and/or QRIS requirements as directed by the SSSCC Board of Directors.
- Creating and cultivating a positive working relationship with the Property Manager and staff of Christ Congregational Church.

Supervision

The Center Director reports to the SSSCC Board of Directors, and directly supervises 12-15 staff members including teachers, teacher's aides, substitutes and office assistant. This position also indirectly supervises volunteers and student observers who are directly supervised by the lead classroom teacher. The director is an ex officio member of, and works closely with, the SSSCC Board of Directors on all fiscal decisions, and major program decisions.

Duties and Accountabilities

Program Leadership and Operations:

- Oversee/manage all operational aspects of the Center. Develop, direct, and supervise the programming of the Center.
- Continuously evaluate program effectiveness and operational efficiency, and plan for program improvement.
- Direct long range planning efforts.
- Identify and pursue opportunities for program expansion as appropriate and feasible.
- Provide opportunities for expanded programs for the community, and potential development of other programs that support working parents.
- Oversee development, implementation, and interpretation of Center policies and procedures – including admissions, enrollment, attendance, and tuition and program goals.

- Ensure the maintenance of a safe, clean, attractive, and stimulating environment; ensure effective coordination with Christ Congregational Church Property Administrator.
- Oversee planning of child enrollment and transitions.
- Oversee a comprehensive curriculum that meets the individual needs of each child.
- Comply with all statutory and licensing requirements.
- Plan for and coordinate all accreditation/QRIS reviews as directed by the Board.
- A year before the end of the Lease period, plan for and facilitate a Committee of the Board to negotiate the Lease Agreement.

Staff:

- Recruit, hire, evaluate, and retain professional staff.
- Supervise and serve as a role model for teaching and for interaction with children and parents.
- Develop and facilitate supportive relationships with staff.
- Provide and plan for training and professional development opportunities for staff.
- Maintain records on all full time staff in accordance with licensing and accreditation requirements.

Families:

- Develop and facilitate supportive relationships with children and their families.
- Maintain positive relationships with families, address questions and concerns, communicate regularly with families in person, via email, newsletters, and letters.
- Participate as an integral member of the SSSCC Board of Directors and of the Executive Committee of the Board.
- Provide timely, relevant resources and information.
- Develop and keep abreast of alternatives for local child care referrals.
- Maintain positive relationships with the Early Intervention community and share resources as needed with individual families.

Fiscal Management:

- Develop and monitor budgets in conjunction with the Treasurer of the Board of Directors.
- Develop and oversee procedures for ordering supplies and food, and for purchasing equipment.
- Develop tuition structure and rates to be approved by the Board.
- Ensure/oversee proper accounting of income and expenses.
- Monitor effectiveness/efficiency of billing and tuition collection policies and procedures.
- Manage all payroll functions.

Professional Networking & Contributions to the Field:

- Develop contacts with the Early Childhood professional community.
- Participate in and contribute to local, regional, and national organizations (e.g. Montgomery County Organization of Child Care Directors (OCCD), MDAEYC, NAEYC.)
- Keep abreast of research and new developments in the Early Childhood field.
- Maintain continuing education hours as required by Maryland State Licensing.

Education and Experience:

- At least a Bachelor's Degree in Early Childhood Education, or closely related field, Master's Degree preferred, plus five years of experience directing a high quality child care center.
- Strong knowledge of the literature on play-based curriculum, positive approaches to learning in early childhood, and the Maryland State or NAEYC accreditation process.
- Demonstrated skills supervising teaching staff and responding to parents, staff, and community concerns related to child care issues.
- Strong interpersonal, organizational, and time management skills.
- Excellent written and verbal presentation skills.