

This position is responsible for overall management of a child care center(s). The center Director will be selected on the basis of their education, experience and philosophy.

Educational requirements for this position can be met several ways. Graduation from a four year or two year post high school institution in early childhood, child development, or a related field is preferred. A one year diploma or Child Development Associate is acceptable. Must meet all of the requirements of HFS46.05 (1)(c)6: or any combination of education, training and experience that provides the required knowledge of child development, curriculum management, and management skills.

Staff Responsibilities

1. Hire, Orient & Train child care staff:
 - Ensure all appropriate forms are completed and filed.
 - Orient staff on COI policies & procedures.
 - Educate staff on Licensing rules & Accreditation standards.
2. Monitor staff performance:
 - Reinforce, supervise & discipline staff & outline any action plan.
 - Review staff qualifications and make recommendations
 - Complete & document staff evaluations, following COI procedure.
3. Develop Center Inservice plan with Child Care Coordinator:
 - Set up and conduct monthly staff meetings.
 - Oversee staff attendance at conferences, workshops & other inservices.
4. Overall personnel management of center staff:
 - Foster good staff working relationships & teamwork ethic.
 - Monitor attendance of staff & personal days.
5. Develop with Child Care Coordinator & other Directors a stimulating curriculum:
 - Ensure that the curriculum meets the criteria of the COI Educational Policy
 - Supervise lesson planning.
6. Directors may teach children:
 - May substitute or replace temporarily absent staff.
 - Demonstrate various teaching techniques.
 - Train in behavior management of a child.

Children Responsibilities

1. Ensure that children's' records are on file and kept up to date.
2. Monitor children's' attendance.
3. Oversee that staff's developmentally appropriate lesson plans are meeting each child's needs.
4. Observe and monitor a child's progress.
 - Make recommendations to parents.
 - Refer children to appropriate agencies or specialists.
 - Set up multi-disciplinary staffing if needed.

