

Child Development Consortium of Los Angeles

JOB DESCRIPTION

Title: Child Care Center Director

Qualifications: Must have completed six (6) semester units in administration and staff relations, two (2) semester units in adult supervision, and three (3) units in infant studies. Must have a current fingerprint clearance and/or Site Supervisor Permit, 16 hours of approved Health and Safety training, and negative TB and health screening.

Responsibilities:

1. Assure that licensing and NAEYC accreditation requirements are met at all times.
2. Hire, train, supervise, and evaluate staff members.
3. Hold weekly staff meetings.
4. Enforce and review personnel policies.
5. Oversee the ordering of supplies for the Center.
6. Maintain the cleanliness and orderliness of the classrooms and common areas (including the outdoor environments).
7. Enroll children to the program.
8. Orient parents to the Center and inform them of Center policies.
9. Request from teachers and evaluate Developmental Profiles at least six times during the year, within 30 days after enrollment and every two months thereafter.
10. Schedule biannual parent conferences.
11. Be available to parents for personal or telephone conferences.
12. Hold monthly parent meetings.
13. Work cooperatively with staff members, CDCLA administration, and parents.
14. Represent the Center at community functions, when necessary.
15. Designate a staff member to serve as acting director, when necessary.
16. Arrange, recruit, and orient substitutes for absent staff members.
17. Assist in the development and implementation of staff training sessions.
18. Attend agency-wide training meetings twice a year.
19. Prepare a monthly Center newsletter.
20. Maintain staff and children's files.
21. Maintain a written record of lesson plans.
22. Meet with the Center liaison as required.
23. Meet with the Program Director to discuss center and program issues.
24. Inform CDCLA Administration of needed supplies, repairs, and of damage to, or general concerns about, the facility or equipment.
25. Meet with Program Director and Executive Director, as necessary.
26. Keep up-to-date attendance records and files on children and staff.
27. Prepare monthly enrollment, attendance, and food program reports.
28. Collect tuition from fee-paying families and maintain related records accurately.
29. Observe all rules and policies as stated in the CDCLA Professional Manual.
30. Actively continue professional development through reading, attendance at classes, workshops, conference, etc.

This is a full-time, exempt position.