



Childcare Center Director



The Childcare Center Director for Stepping Stones Children's Center reports directly to Stevens Center's executive director, and is responsible for the programmatic aspects of inclusive childcare to children with and without disabilities, including hiring, scheduling, and supervising childcare staff, and maintaining a four-star rated license.

Minimum Qualifications

Bachelor's degree, preferably in human services or education

Current certification as a level III Administrator

Minimum two years of experience with preschool children, preferably including children with developmental disabilities *and* at least one year of supervisory/coordination experience in a childcare setting

Knowledge of:

Child development, knowledge about children with developmental disabilities

Current best practices in an inclusive childcare setting

Ability to:

Work cooperatively as part of the management team and with subordinates

Meet and communicate effectively with employees, agencies, and families

Foster and help build a team approach among staff and therapists

Plan, maintain and supervise appropriate classroom programs

Competently interact with children and adults from a wide variety of cultural, ethnic and economic backgrounds

Mentor staff in the classroom to enhance compliance with environmental rating scales

Duties

Direct the planning, organizing, and implementation of best practice education services to effectively meet the needs of children with and without disabilities in an inclusive setting, and to assure compliance with state, federal and local regulations

Interview, hire, train, coach, supervise, and evaluate performance of teachers

Assure teachers are qualified continuously, and assist individual staff members in identifying and addressing training needs, knowledge, and abilities

Maintain staff education records and children's records in an accurate and timely manner

Prepare written reports and maintain required records in an accurate and timely fashion

Develop and maintain an accurate record of toys and supplies at the Center, so teachers have appropriate access to classroom materials

Schedule at least one monthly meeting with teachers to review lesson plans and center themes for consistency and relevance

Each day, supervise, monitor and observe classroom practices, room arrangement, lesson plans, daily schedules, routines and transitions to assure adherence to developmentally appropriate practices and program policies

May perform classroom teaching duties during absence of regular teacher

Problem solve with teaching staff regarding child behavioral and learning problems

Supervise children's assessments, including examples of the child's work, developmental assessments and children's assessment data entry and outcome reports

Coordinate transition of children from classroom to classroom and to Kindergarten

Participate in the development of the IFSP and IEP

Identify and prioritize supplies, materials and equipment needed in classrooms and playgrounds, and coordinate with Business Manager in making purchases

Arrange medical attention for ill or injured child in accordance with parental instructions

- Administer medication and monitor staff in medication administration

Facilitate parent involvement in education services

Assist in recruiting and orienting volunteers and providing them with guidance

Attend meetings as requested (staff, parent, board)

Maintain compliance with regulatory agency requirements and Stevens Center policy and procedures

Work cooperatively and equally with Business Manager/Co-Director

Perform related duties as required

Certificates, Licenses, And Registrations

Administrative III certified

Valid North Carolina Driver's License and/or reliable transportation for self and program participants

CPR and first aid certification

Medication administration (if medication will be administered to any child)

Work Schedule

40 hour per week schedule, typically between 7 a.m. and 6 p.m. Monday through Friday.

Pay and Benefits

- The annual wage range for this position is \$13.50-\$16.83 per hour (\$28,080 to \$35,000 annually), based on experience, effectiveness in fulfilling job responsibilities, and seniority with the Stevens Center.

Benefits for fulltime employment may include health, dental, vision, life and long-term disability insurance, retirement program, sick days, holidays and vacation days as specified in other policies.

I have received and read a copy of this job description, and can perform all tasks with or without reasonable accommodation. I understand that this document does not create an employment contract, implied or otherwise.

Name (print)

Signature

Date