

DIRECTOR

JOB SUMMARY

The center director should be familiar with and implement the Kentucky Child Care Regulations, ensuring compliance. The director is responsible for ensuring all children's health, safety, and comfort. Key responsibilities include developing and implementing program policies and assuring each child is protected from abuse and neglect.

Other Job Responsibilities:

- Maintain staff-to-child ratios in all classrooms.
- Interview/hire and manage staff according to each job description.
- Maintain program budget including collecting payments/fees, approving expenses, distributing funds, facilitating payroll, tracking expenses, and planning fundraising events.
- Maintain all records for five years.
- Manage, conduct, and document staff meetings.
- Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and overseeing all office activities.
- Supervise all daily and weekly tasks including reviewing staff and children's schedules, observing classroom management, and overseeing curriculum implementation.
- Provide support for daily and weekly activities including approving time off requests, leading recruitment efforts, and managing program calendars.
- Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
- Plan and implement family engagement activities.
- Oversee supply and food ordering to ensure compliance with state licensing regulations.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized promptly by state licensing regulations (including required emergency plans and drills).
- Any other duties as assigned.

Job Skills & Qualifications

REQUIRED: Associate degree, CDA, Director's Credential, or a minimum of three years of relevant work experience.

- Leadership experience and excellent verbal and written communication skills.
- Self-motivated with the ability to problem solve and make decisions independently.
- General computer literacy.
- Knowledge of Kentucky Licensing regulations and 5 years or more experience recommended.
- CPR and First Aid Certification

