

Daycare Director

Position Summary

The Daycare Director is responsible for the overall operations of the childcare facility. This role sets educational standards based on state and federal standards, and coordinates the activities of the teachers and students based on age, skills, and level of education.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Oversee the operations of the childcare facility
- Establish educational programs to aide children in educational and personal development
- Direct and coordinate activities and instructional methods of teachers and other staff members
- Engage with parents and other guardians regarding student's behavior, learning deficiencies, and education
- Monitor student's progress and behavior, and provide teachers at school with assistance in resolving any issues outside of the classroom
- Review and analyze the effectiveness of current instructional programs to remain in compliance with local and state educational guidelines
- Recruit and hire employees for programs and services
- Determine allocation for funds for staff, supplies, food, equipment, etc.
- Interpret safety guidelines of each classroom, and inform each employee of safety standards
- Perform other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's Degree in Childcare Development, Education, or related field
- 5 years of related experience
- Current First Aid and CPR certification required
- Ability to interpret educational standards