Sample Job Description: 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 the health, safety, and comfort for all children. 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 staff and manage staff according to each individual 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 in a timely manner in accordance to state licensing regulations (including required emergency plans and drills.)
* Any other duties assigned.

**Job Skills & Qualifications**

Required: Associate Degree, CDA, Director’s Credential or minimum three years relevant work experience

* Leadership experience and excellent verbal and written communication skills
* Self-motivated with ability to problem solve and make decisions independently
* General computer literacy
* Knowledge in Kentucky Licensing regulations

Preferred: 5 + years in an Early Childhood Setting