

# Corinth Baptist Daycare

## Job Description: Daycare Director

### **Overall**

The director of the daycare will be responsible for all daily operations including staff, parents, children, activities, visitors, field trips, and any other daycare events that may take place.

The director will adhere to all state regulations required for the staff, children and day care center operations.

The director will demonstrate a consistent focus on the growth of the center in volume and financial productivity.

### **Staff**

The director will be responsible for planning staff schedules, payroll, staff absences, requested vacations and maintain state required staff to child ratios.

The director is responsible for the direct supervision of all staff.

The director will be responsible for planning and carrying out staff meetings once a month, and documenting minutes, training hours for self and staff, and in-service training for all staff.

The director will be responsible for making sure that all staff are adequately trained and maintain their required hours of continuing education annually, CPR and First Aid, TB test, and any other daycare-specific credentials.

The director is responsible for filling out a staff evaluation form annually on all employees, including a 3, 6, and 9 month evaluation on all new employees.

The director is responsible for the hiring and termination of all employees.

The director is responsible for staff problems, questions, disagreements, and any controversy that is work related.

The director is responsible for making sure that all staff have read and understood the licensing requirements set forth by the state licensing board, and make sure that all staff abide by all requirements. In addition, staff should complete the read and sign for the Daycare Employee Handbook.

### **Parents**

The director will be responsible for educating and dispersing the mission statement of the daycare.

The director will be responsible for meeting with parents for an orientation to the daycare. This includes making sure all orientation paperwork, vaccination records, physicals, and permission forms are properly filled out and on file for each child.

The director is responsible for answering any questions from parents and implementing plans of improvement for any children when needed.

The director is responsible for handling tuition payments and making sure tuition is paid on time.

### **Child Management**

The director will foster a Christian environment utilizing a curriculum based on biblical principles and foster these principles in all activities for the children.

The director will model a positive reinforcement with the children enrolled in the center, utilizing acceptable discipline tactics

### **Daycare Board**

The director is responsible for providing the board bi-weekly updates on the day-to-day operations, in addition will notify board members of any issues related to staff, parents, or children.

The director is responsible for attending regularly scheduled meetings with the Daycare Board to discuss day-to-day operations and updates on the daycare's continuing progress.