

Children's Education Center of the Islands Director Job Description

Job Title: Child Care Center Director

Wage/Hour Status: Salary position

Reports to: The CECI Board of Directors

Primary Purpose: The Children's Education Center of the Islands (CECI) is a unique nature-based preschool that has been present on Sanibel Island for almost 50 years. CECI uses an emergent and child-led approach to learning. The Director will oversee all aspects of the preschool's operation. Operations include program enrollment, overseeing caregiving staff, overall care and supervision of children, as well as establishing positive relationships with children, families, and the community. CECI is a non-profit organization and is heavily involved in the community.

Qualifications:

Education/Certification:

- Bachelor's degree in Education with a concentration in Child Development or Early Childhood.
- Must be able to be certified as a Director of a child care center per the Florida Department of Children and Families before August 2023.

Special Knowledge/Skills:

- Thorough understanding of nature-based child care center operations and ability to nurture a nature based curriculum.
- Strong organizational, communication, public relations, computer and interpersonal skills.
- Ability to coordinate center functions.
- Ability to implement policy and procedures.
- Knowledge and implementation of Florida child care guidelines and state licensing.
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices.
- Accepts and respects differences in children, parents and coworkers.
- Ability to manage a budget and strong financial literacy.
- Understanding of non-profits, grants, and fundraising.

Experience:

- Three years experience as a classroom teacher of young children.
- Minimum of one year of successful experience at managing a child care facility.

Major Responsibilities and Duties:

Instructional Management:

- Maintain, at all times, high quality child care standards based on developmentally appropriate practices.
- Work closely with teachers and staff to create nature-based learning plans or programs to meet state and federal requirements and parents' expectations.

Personnel Management:

- Supervise all staff members of the child care center, including substitute staff and volunteers.
- Oversee hiring process and orientation for all new staff, which includes background checks, fingerprinting, etc.
- Provide accurate and meaningful annual performance evaluations for all child care staff.
- Create staff schedules, approve/decline PTO.

Management of Fiscal, Administrative, and Facilities Functions:

- Develop a budget for the center and establish controls to assure that the center adheres to the budget (tuition, payroll, insurances, supplies etc).
- Ensure that the nature-based education program is cost effective and funds are managed prudently.
- Oversee the day-to-day functions of the child care center and manage staff.
- Develop and implement policies and procedures for the operation of the child care center.
- Assure consistent compliance with all Florida DCF standards including maintenance of annual fire, health and other inspections.
- Coordinate the annual licensing of the child care center.
- Oversee the maintenance of files according to DCF requirements.
- Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed.
- Provide reliable, accurate and timely information about the child care center to interested parties.

- Follow attendance policy.
- Work with the Board of Directors.
- Perform other functions that may be assigned by the Board of Directors.
- Attend and provide monthly Director updates for the Board of Directors at board meetings.

Professional Growth and Development:

- Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
- Oversee the training and professional development of all child care staff to include annual inservice (CPR, First Aid, Fire Extinguisher etc).

School or Community Relations:

- Articulate the preschool's nature-based mission to employees and other stakeholders and solicit support in realizing the mission.
- Work in concert with the Board of Directors and family committees for fundraising. This may include writing grants, creating capital campaigns, and planning fundraising events.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Represent the center in a professional, courteous and positive manner at all times.
- Promote a positive, caring learning climate for staff, students, and parents.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively to staff, students and their families.
- Attend community gatherings to represent CECL.
- Maintain and grow community relationships.

Benefits/Compensation:

- Annual salary will range from \$45,000-\$65,000 dependent on experience and qualifications.
- PTO
- Health Insurance Benefits included.
- Initial sign on bonus and opportunities for additional bonuses based on job performance.

Working conditions:

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional prolonged and irregular hours, frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.