

Job Description

Position: Site Director - Childcare Center

Location: XXX

Salary: \$40,000-\$42,000 (commensurate with experience)

Company Overview

Promise Center of Homewood is a leading provider of high-quality childcare services, dedicated to fostering the holistic development and well-being of children across seven locations. We offer a nurturing and stimulating environment where children can learn, grow, and thrive under the care of passionate educators and staff.

Position Overview

As the Site Director at Promise Center of Homewood you will be responsible for the day-to-day management and operation of one of our childcare center locations. Reporting directly to the Chief Operating Officer (COO), you will play a crucial role in implementing organizational policies and procedures, ensuring the delivery of exceptional childcare services, and fostering a positive and supportive environment for children, families, and staff.

Key Responsibilities

- 1. Operational Leadership:** Oversee all aspects of the childcare center's daily operations, including staffing, scheduling, enrollment, and facility management, to ensure smooth and efficient functioning.
- 2. Staff Management:** Recruit, train, mentor, and supervise childcare center staff, including teachers, assistants, and support personnel, to maintain a high-performing team committed to excellence.
- 3. Curriculum Implementation:** Collaborate with educational experts and curriculum specialists to implement developmentally appropriate curriculum and programming that supports the cognitive, social, emotional, and physical development of children.
- 4. Parent and Community Engagement:** Build and maintain positive relationships with parents, guardians, and community members to ensure open communication, address concerns, and promote a sense of partnership in children's education and well-being.
- 5. Compliance and Licensing:** Ensure compliance with all applicable childcare regulations, licensing requirements, and safety standards, conducting regular audits and inspections to maintain a safe and nurturing environment for children.

6. **Budget Management:** Assist the CEO in developing and managing the childcare center's budget, monitoring expenses, and identifying opportunities for cost optimization and revenue generation.
7. **Quality Assurance:** Implement and monitor quality assurance protocols and assessment tools to evaluate program effectiveness, identify areas for improvement, and maintain high standards of excellence.
8. **Emergency Preparedness:** Develop and implement emergency preparedness plans and procedures, conducting regular drills and training sessions to ensure staff readiness and the safety of children in case of emergencies.
9. **Professional Development:** Support the professional development and growth of childcare center staff through ongoing training, coaching, and performance feedback, fostering a culture of continuous learning and improvement.
10. **Reporting and Communication:** Prepare regular reports and updates for the COO, providing insights, analysis, and recommendations to inform decision-making and drive operational excellence.

Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, Business Administration, or a related field (Master's degree preferred).
- Previous experience in a leadership role within a childcare center or educational setting.
- Strong understanding of childcare regulations, licensing requirements, and best practices.
- Excellent leadership, communication, and interpersonal skills.
- Ability to effectively manage staff, resources, and operations in a fast-paced environment.
- Passion for early childhood education and a commitment to providing high-quality childcare services.
- Proficiency in budget management, program development, and quality assurance.
- CPR and First Aid certification (or willingness to obtain).

Join us at Promise Center of Homewood and make a meaningful impact on the lives of children and families in our community as a Site Director.

Apply now to become part of our dedicated team of childcare professionals!