Position Title: Director

Purpose of Position:

Under the supervision of the Tiny Tornadoes Board of Directors, this position oversees the operations of all of the Tiny Tornadoes Daycare Center day-to-day operations.

Supervision of:

Assistant Director, Lead Teachers, Assistant Teachers, Part-Time Staff, Volunteers, Cooks, and Custodial personnel.

Qualifications:

Required Educations, Certifications, Experience:

1. Satisfy the minimum qualifications of a child care director in accordance with the North Dakota State Law via the following:
   - Bachelor’s degree in early childhood education or child development;
   - Bachelor’s degree with six months of child care center experience and other requirements;
   - Associates degree in the field of early childhood education or child development with six months of child care experience;
   - Associates degree with one year of experience in a child care center and other training requirements;
   - Teaching certificate in elementary education with six months of child care center experience;
   - Current certification as a child development associate or successful completion of an approved diploma program with one year experience in a child care center;
   - Certification from a Montessori teacher training program with at least one year of experience in a Montessori school, child care center, and other training requirements.
2. Pass Criminal Background Check
3. CPR Certification for Adult, Child, and Infant with AED certification.
4. First Aid Certification.
Duties and Responsibilities:

**Skills**

1. Positive, effective, calm and professional communication - verbally and written - with staff members, children and parents - tailoring the communication style to the appropriate audience.
2. The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions.
3. Excellent customer service skills.
4. The ability to attract, retain, lead and motivate quality staff.
5. Self-motivated.
6. Resourceful.
7. Attention to detail.
8. Time management skills.
10. Manage multiple projects at one time.
11. Positively facilitate change.
12. Confidence to handle difficult situations.
13. Make independent decisions.
14. Experience in supervising staff: Providing feedback, coaching, guidance and support.
15. Proficient use of computers with working knowledge of Microsoft Word, Excel and Outlook.
16. Experience in effectively creating and managing a budget.

**Responsibilities**

1. Oversees *Tiny Tornadoes Daycare Center* and assures that the following requirements are being met
   - Provide scheduling, planning implementation, and appropriate supervision for all Center needs.
   - Provide a high quality, developmentally appropriate program curriculum.
   - Program spaces are stimulating and orderly.
   - Purchases appropriate program supplies, equipment, and materials.
   - Operating program in compliance to state/county licensing and agency regulations.
   - Program enrollment at appropriate levels.
   - Conducts program tours and periodic open house events to the public.
   - Maintains accurate and complete records required by state/county licensing, food program, and Child Care Assistance.
   - Has established emergency procedures that meet or exceed all safety and licensing standards.
• Planning and conducting parent involvement events.
2. Researches and develops high quality, developmentally appropriate program curriculum and make necessary changes.
3. Maintains all Tiny Tornadoes Daycare Center handbooks and policies.
4. Takes active role in planning program promotion and publicity.
5. Develops and maintains relationships with state childcare licensing agency, school administration, parent groups, Child Care Aware of ND, and other agencies.
6. Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Insures grant funded programs meet outcome goals and grant requirements.

**Supervisory Duties:**

1. Interviews, hires and trains new staff.
2. Reviews work time of staff for accuracy and submits to payroll by deadline.
3. Provides comprehensive Annual Performance Reviews to staff by deadline.
4. Provides feedback and performance improvement guidelines to staff as needed.
5. Maintains confidentiality.
6. Assures required licensure of staff is up to date.
7. Completes payroll forms for new hires, pay increases, terminations etc.
8. Coordinates regular staff meeting.
9. Has positive, open communication with staff and serves as a resource to them.
10. Assures the coordination and maintenance of staff schedules
11. Oversees the completion and documentation of required staff professional development.

**Financial Administration:**

1. Completes tuition invoices for parents/guardians in a timely and accurate manner.
2. Collect tuition fees from parents/guardians in a timely and accurate manner.
3. Develops, manages and controls the budget. Ensures that the program operates within budget.
4. Complete Child Care assistant forms monthly.
5. Complete all Food Program forms monthly.

**Other:**

1. Works appropriate hours to get work completed accurately and timely.
2. Maintains a neat and clean work area, free of hazards.
3. Other duties upon request by Tiny Tornadoes Board of Directors.
Physical Requirements:

1. Can lift up to 40 lbs. during the workday.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer.
Acknowledgement for receipt of Position Description:

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classifies. I have received a copy of the Position Description and have read and understand its contents and by signing below am stating that I can perform this position with or without accommodations. If I feel that I need accommodations – I have attached information regarding this.

__________________________________________
Employees Name (Please Print) Date

__________________________________________
Employee Signature Date