

## CHILD CARE DIRECTOR JOB DESCRIPTION

### Description:

Direct all management aspects of a DHS licensed 2-Star childcare facility with up to 25 staff members and 90 children. Will develop curriculum plans, staff training, parent support programs and manage general daily operations. Director will ensure that the center is providing a safe and nurturing environment for children that encourages and supports social, emotional, physical, and intellectual development in a faith-based environment. Director will nurture positive relationships with parents, children, and colleagues, and will ensure the safety and supervision of children at all times and manage staff to do the same.

### Primary Responsibilities:

- Management of daycare staff.
- Ensure compliance with DHS requirements and recommendations.
- Nurture positive relationships with parents, children, and colleagues.
- Ensure the safety and supervision of children at all times.
- Research, implement and train teachers about new curriculum/teaching methods that meets the mission and purpose of the Center.
- Maintain center at optimum capacity.
- Follow direction, guidelines and procedures directed from the children's center board.

### Requirements:

- **OKDHS Bronze Level Certification or higher is required.**
- Bachelor's degree in Early Childhood Education or equivalent experience
- Proven success managing staff, working with parents and children, in a faith-based environment.
- Experience in implementing programs and curriculum for infant through 5 yrs. with an educational and faith-based emphasis.
- High attention to detail and strong organizational skills.
- Ability to perform multi-tasks in a fast-paced environment.
- Ability to work well in a team environment.
- Strong computer literacy skills.
- Must be able to lift up to 50 pounds on an occasional basis, be able to reach above the head, and bend down.

Must be at least 25 years of age or older. Must have a high school diploma or GED. Must meet employment requirements including being able to pass a background check, fingerprinting and drug screening.

Please send a resume to [office@cornerstoneokc.org](mailto:office@cornerstoneokc.org). Call 405-946-2633 for more information.