

Job Description – Community Presbyterian Child Learning Center Director
800 West Main St. Payson AZ 85541

Qualifications:

The Director must be at least 21 years of age and provide written documentation of one of the following:

- a. At least 24 months of child care experience in a licensed child-care facility, a high school or high school equivalency diploma and:
 - a. Six credit hours or more in early childhood, child development, or closely related field from an accredited college or universityOR
- b. At least 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely related field, and an additional 12 hours of instruction, provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management:
- b. At least 18 months of experience in a licensed child-care facility and:
 - a. An N.A.C. (National Administrator Credential), C.D.A. (Child Development Associate), or C.C.P. (Certified Childcare Professional) credentialOR
- b. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or closely related field;
- c. At least six months of experience in a licensed child-care facility and an associate degree from an accredited college or university in early childhood, child development, or closely related field:
OR
- d. At least three months of experience in a licensed child-care facility and a bachelor degree from an accredited college or university in early childhood, child development, or closely related field.

The Director shall have at least 1 year of managerial experience including but not limited to staff scheduling and supervision. Hiring experience preferred.

The Director shall have a working knowledge of computer programs including but limited to Word, Excel and social media platforms. Experience with a customer data program (i.e. Brightwheel) preferred.

Requirements:

- 1. The director must:
 - a. Provide a written statement attesting to current immunity against measles, rubella, diphtheria, mumps, pertussis and COVID-19.
 - b. Possess a current AZ Department of Safety clearance card and provide a copy of the card and the *Applicant Fingerprint Registration Application*.

- c. Provide an **original** signed *Criminal History Affidavit*.
 - d. Provide documentation of a negative Mantoux skin test that was administered within 12 months before starting date of employment.
 - e. Provide copies of any current licenses or certifications required.
 - f. Provide proof of current First Aid and CPR Certification.
 - g. Provide copy of valid driver's license.
 - h. Provide signed and date CPS Registry *Direct Service Form*.
 - i. Register with the AZ Early Childhood Workforce Registry, complete the Workforce Lattice and keep updated.
2. The Director should possess the following skills: skill in analyzing, judgement, counseling, personnel and public relations, organizing, budgeting, decision-making, maintaining working relationship with staff, parents and children.

Responsibilities:

1. Act as an advocate for the children at all times. The Director should maintain a constant vigilance over staff and children, watching for mental or physical abuse. The Director is required to report any and all suspected cases to CPS.
2. Act as an advocate for the center, working with the parents on a one-to-one basis.
3. Prescribe all rules regarding the enforcements of the standards of care including penalties for noncompliance with these standards.
4. Prescribe reasonable rules and standards regarding the health, safety and well-being of the children cared for in the Center.
5. Reports directly to the Pastor of Community Presbyterian Church as immediate Supervisor, and to the Program Commission of CPC, including regular meetings with the Pastor, attending the Program Commission meetings at least quarterly, and working with the above on various programs and events. This will include an occasional Sunday.
6. Moderates the CPCLC Board of Director meetings, and maintain communication with the Board. The Director works with the Board on parent/caregiver enrichment opportunities, volunteer program and special community events.
7. Responsible for operation and maintenance of the Center in a manner that conforms to Federal, State, and local government agency standards of safety and cleanliness.
8. Will be accountable for compliance with child care statues, rules and regulations of the State and/or County Health Departments, DES, and First Things First Programs (scholarships and Quality First).

9. Develop and execute an ongoing program of group activities that benefit the children who attend the Center.
10. Assist the teachers in developing age-appropriate curriculum.
11. Interview, hire, train, supervise, and evaluate all personnel: paid and volunteer.
12. Responsible for strengthening positive relationships between teachers, students, and parents.
13. Supervise, instruct, counsel and reprimand all employees as needed.
14. Scheduling assignments of Center personnel.
15. Plan and conduct regular staff meetings, including continuous in-service training in the areas of health and safety, early childhood education, DHS regulations, human development, etc. and monitoring annual training requirements through DHS Arizona Registry.
16. Provide current information on workshops, trainings, and early childhood events to the staff.
17. Make a copy of the DES Contract and DHS regulations available to staff and parents/caregivers.
18. Maintain accurate and up-to-date personnel files with information required by DHS and Quality First (Registry updates).
19. Designate in writing a qualified person to act in the Director's behalf during their absence from the Center.
20. Oversee the enrollment and disenrollment of children.
21. Conduct monthly fire drills.
22. Maintain the record keeping that is required by government agency policies such as:
 - a. Accurate and complete emergency information cards for all enrolled children
 - b. Children's attendance records
 - c. Current medical histories and immunization records
 - d. Health and safety inspections
 - e. Personnel files and evaluations
 - f. Requisitions and inventories
 - g. DES child care assistance
 - h. Quality First requirements

- i. First Things First scholarships
23. Oversee the bookkeeper and any administrative staff working.
24. Pay bills, review financials and provide monthly financial statements to the CPC Program Commission. Work with the Pastor and CPCLC Board members to develop an annual budget.
25. Maintain an accurate inventory of all supplies and equipment. Order or buy more as needed.
26. Report on physical campus repairs required to the Pastor and/or Elder representative on the CPCLC. Create a “honey-do” for the church campus work days.
27. Be professional at all times in the community and at work, and act as a model for all other center staff.
28. Keep any and all employee and family information confidential.

Salary:

This position is a salaried position. Salary will be determined at the time of employment offer and is based on education and experience.

Leave and Holiday Policy:

This position shall have two weeks of annual vacation leave with pay for the first two years of employment. After two years, the annual vacation leave with pay is three weeks. Availability will begin after the 90-day probationary period.

This position shall have two weeks of annual sick leave, which shall be available after the 90-day probationary period.

The use of vacation days shall be approved by the Pastor.

The following legal holidays shall be paid:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

If a legal holiday falls on a weekend, the Director may take the previous Friday or following Monday as the holiday.