



Director

Purpose Statement:

At The Gift of Kids Daycare and Preschool Center, we are dedicated to providing a warm, nurturing, and educational environment where children can grow, learn, and thrive. Each and every team member is essential in shaping the future by fostering a love for learning, promoting social and emotional development, and ensuring the safety and well-being of each child entrusted to our care.

As a member of our team, you will have the opportunity to make a profound difference in the lives of young children, their families, and your peers. It is the duty of each and every team member to ensure the center is clean, free of hazards and risks of injury to remain compliant with licensing.

Position Summary:

The job of Director is to work closely with the owner to implement the mission and philosophy of the center. The Director reports directly to the Owner and is responsible for maintaining the daily operations of the center. This is a full time position that requires flexible days and hours.

Responsibilities or Delegate and Ensure All:

- Must have an understanding of Title 22 and remain in compliance in all areas.
- Must follow The Gift of Kids Handbook guidelines.
- Careful record keeping or overseeing of record keeping: includes student and employee files that comply with licensing and center requirements. This will also include all needed reports to licensing as they occur such as: Exposure Notices, Unusual Incident Reports, Personnel Reports, and all updated monthly requirements.
- Regular audits to be performed in Procure and of all delegated records.
- Promote and support a safe, learning-oriented culture that emphasizes quality experiences for children that reinforces the mission and philosophy of the center.
- Must be able to collaborate with staff to maintain a positive, healthy work environment and be able to recognize and help with internal issues as they arise.
- Mentor all staff with maintaining professionalism, having collaborative communication, and provide constructive criticism when appropriate.
- Communicate effectively with parents which will include: tours, daily in person interactions, phone calls and messaging through Procure. Will need to make yourself available during and after business hours to parents, Owner and staff.
- Support management team by building leadership and daily staffing needs as related to lunches, breaks, and callouts.
- Must be able to delegate to the Assistant Director so that focus can be given to the main purpose stated above as well as the needs of the school as a whole.
- Payroll: calculate bi-monthly hours and run reports.
- Perform regular audits for workers compensation.
- Must remain up to date on all tours, enrollments, and have an overall picture of class rosters so that the center can remain full to be fiscally sound.
- Must remain current on all aspects of billing: new students, children moving up that may trigger tuition changes, drop-ins, checking for late payments after the 1st and 15th, etc.
- Comply and post allergies for kids; inform all of each kid's needs.

- Staffing: interviews, offer letters, goal setting, write-ups, evaluations, and vacation approval. Following up with staff when goals are set and/or write-ups are given.
- Ensure that all employees have completed training - Creative Curriculum; SIPPS; FastrackKids; diapering procedures; safety measures for handling scissors, knives, box cutters, etc; training for being exposed to all bodily fluids including blood.
- Plan, develop, and schedule staff training meetings.
- Delegate to and oversee Assistant Director with making weekly schedules, staff memos, and tracking vacations; give input for weekly staff memos.
- Delegate and oversee - Newsletters to parents - monthly and as needed.
- Delegate and oversee - Flyers for communications (holidays, etc.)
- Budgeting: Delegate and oversee Assistant Director ordering supplies which includes class supplies, uniforms, and janitorial.
- Delegate and oversee subsidized programs (Catalyst is our local program).
- Pay and track, via spreadsheet, all bills for the center. Payments are made online or by check.
- Schedule and supervise activities at the center such as: Scholastic Book Fairs, seasonal parties and celebrations, semi-annual picture days, field trips, graduation, etc.
- Approve monthly menu and monitor spending.
- Delegate and oversee monthly fire/evacuation drills with necessary sign offs.
- Periodically review and send website changes/updates to our web designers (Front Street Media).
- Contracts and or rentals.
- Communication about the waitlist and contact potential new families for spots.
- Calls parents or guardians for illness or injuries (head, bites, or unusual).
- EDD Forms and UIR's
- Verifications of employment.
- Verifications of custody.
- Follow up with all clearances (Live scans): Transfers fax: 916-929-6371 | Call Licensing to verify: 916-263-5744.
- Ensure all center maintenance is taken care of by contacting the handy-man (Scott: 916-221-1317) or any other appropriate contacts per need requirement.
- Phone Tree communication and reports.
- Review Sign up Sheets for parties or any other events.
- Communication to families for extracurricular activities offered in partnership with the center. : This would include adding information in monthly newsletters.
- Assist the Owner with anything she needs daily/weekly/monthly as well as any projects that may come up.
- Conferences with parents, teachers, and/or the owner, as needed.

Education/Experience:

- Must have a minimum of 15 units in Child Development (3 of which must be Infant, and 3 Administration).
- Must have or be in the process of achieving a Master Teacher's Permit.
- At least four (4) years of teaching experience in a licensed child care center or comparable group child care program.
- Supervisory of multiple employees.
- Must have current Infant and Child CPR and first aid certification, Record Keeping class from licensing, 8 hour training on Preventative Health.

Compensation/Benefits:

- Competitive salary.
- Vacation/sick pay (5 sick days per year).
- Medical insurance offered.
- 401k offered for full time employees.
- Scholarships available.
- Stipends.