



## Job Description

**Title:** Child Center Program Director  
**Wage Range:** starting at \$45,000 annually  
**Date Posted:** 07/06/2022  
**Primary Office Location:** YWCA Child Center, 419 9<sup>th</sup> Street N

**Department:** Child Center  
**Classification:** Salaried, Exempt  
**Reporting Relationship:** Executive Director

The Child Center Program Director is responsible for coordinating all elements of the YWCA Child Center including, but not limited to, covering day to day operations, hiring staff, licensing responsibility, strategic planning for growth, and staff management.

### **Primary Functions:**

#### PROGRAMMATIC

- Maintains licensing requirements.
- Maintains 5-star Youngstar accreditation.
- Maintains NAEYC Accreditation

#### STAFFING

- Completes interviews, conducts reference checks, completes offer letter, and coordinates new hire completion with Business Manager.
- Develops orientation schedule for all new staff.
- Orders background checks as needed.
- Manages all teachers and support staff daily including, but not limited to, performance evaluations, disciplinary action, scheduling, classroom assistance, payroll entry, time off requests, etc.
- Confirms licenses and certifications are valid.
- Provides opportunities for continuing education to staff.
- Tracks continuing education hours and ensures all staff are up to date on certifications and training hours.
- Maintains relationship with Western Technical College for work-study positions.
- Maintains staff files.
- Observes classroom teachers on regular basis.
- Works with teachers to develop and implement curriculum in age-appropriate way.
- Plans and implements all staff meetings, seeking presenters or trainers as needed.

#### PARENTAL COMMUNICATION

- Maintains waiting list and provides tours.
- Provides monthly newsletter
- Plans and organizes parent advisory board meetings.
- Plans and organizes yearly open house for current and prospective parents.
- Completes annual review and update of Child Center Parent Manual.
- Assists teachers in parent communication regarding student behavior.
- When needed, formalizes removal from or exit of a child from the program.

#### FINANCIAL

- As needed, accepts payments and discusses billing with parents.
- Develops annual budget and tracks expenses.
- Ensures program is on track with budget on monthly basis. Makes recommendations or necessary changes as needed.

#### FACILITIES MANAGEMENT

- Ensures compliance with local, state, and federal laws.
- Ensures facility is a safe, appropriate environment for children.

Updated 07/2022

- Maintains up to date safety requirements.
- Maintains up to date certification procedures.
- Compile and submit purchase requests, as needed.

The job description for the position Child Center Program Director does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job-related responsibilities. In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such accommodation should contact their supervisor. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.