

**Garden Lakes Christian Academy**  
**2517 North 107<sup>th</sup> Avenue**  
**Avondale, Arizona 85323**  
**(623) 936-9147**

**Position Title:**

Director; Responsible for the administration and daily operation of the Early Childhood Education program. Develops and implements program policies and strategies for the coordination and promotion of quality childcare services.

**Essential Job Responsibilities:**

1. Ensure that the childcare center functions in accordance with the rules and regulations as required by the Arizona Department of Health Services, Office of Child Care Licensing.
2. Enforce the policies and procedures set forth by the governing Board of the Garden Lakes Christian Academy. Prepare reports and recommendations as required by Board policy.
3. Prepare and monitor the center's budget including revenues, expenditures, and budget projections, etc. Plan and execute sound fiscal management to adequately fund operations.
4. Order supplies, materials, and equipment needed to maintain the facility and educational program.
5. Supervise subordinate personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions.
6. Build and nurture a strong educational and administrative team that can deliver quality child care services.
7. Define the staffing and scheduling requirements to fulfill the commitments of the program. Maintain appropriate staffing levels to adequately supervise children within the ratios set forth by the state rules and regulations.
8. Supervise the development, evaluation, and implementation of curriculum.
9. Facilitate and supervise the admission, placement, and retention of children in the childcare center.
10. Develop promotional materials/activities to inform and encourage enrollment in the childcare facility.
11. Maintain the necessary enrollment, attendance, and developmental records of children as required by the Arizona Department of Health Services, Office of Child Care Licensing.
12. Formulate and maintain childcare accounts for clients at the center. Monitor accounts; collect fees, deposit funds, and complete required accounting forms.
13. Protect families by keeping personal information confidential.
14. Develop and recommend policies and procedures that ensure a safe, secure, and healthy environment is maintained at all times. Enforce existing policies and procedures.
15. Create a safe environment by maintaining orderly, clean, and appealing facilities. Assume responsibility for maintaining the physical plant, including equipment inventory, maintenance, and repair. Report work requests and follow-up those requests.
16. Monitor the health and welfare of children and staff in the center. Prepare documentation of health, illness, and/or abuse/neglect issues and report the findings to the appropriate authorities.
17. Plan monthly snack menus based on sound nutritional requirements for the age of children enrolled in the center. Prepare grocery list and facilitate the purchase of food items needed to meet requirements.
18. Develop a schedule and supervise the monthly fire and emergency evacuation drills.
19. Interact with parents and community members; maintain open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.

20. Develop and distribute materials which promote positive communication with clients and staff including, newsletters, notice boards, surveys, parent letters, etc.
21. Maintain all center records in an accurate and timely manner and in accordance with policy and procedures.
22. Document staff attendance, hours worked, sick days, vacation hours, etc. Submit for payroll computation.
23. Maintain the center's professional status by supervising, training, and evaluating staff and/or volunteers.
24. Recommend and assist in developing policy and program changes that are responsive to the needs of the parents, children, and staff at the center.
25. Actively seek substitute staff; maintain list and arrange for substitutes to relieve staff as needed.
26. Facilitate the planning of activities in the following areas based on the developmental needs of the ages of children at the child care center: art/creative, science/sensory, math/counting, dramatic play, gross motor, fine motor/manipulative, language/listening skills, music, and Christian principles and worship.
27. Support and reinforce an orderly and disciplined classroom. Model management and discipline techniques for acceptable resolution.
28. Conduct monthly staff meetings and provide training opportunities to improve the knowledge and skills of current staff members. Monitor and document continuing education activities for staff members.
29. Conduct orientation and training for newly hired staff members in accordance with the requirements of the state rules and regulations governing child care facilities.
30. Model and encourage positive and effective communication among staff members. Facilitate the development of a cooperative team within the center.
31. Provide leadership and support in problem solving and conflict resolution with staff, parents, and children.
32. Plan and coordinate special programs and events.
33. Attend and actively participate in center-sponsored activities including parent/teacher conferences, parent/family activities, and special programs.
34. Attend and actively participate in the monthly meeting of the governing Board of Garden Lakes Christian Academy.
35. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and/or participating in professional organizations. Represent center interests on key legislative issues, professional committees, community partnerships, etc.
36. Secure 12 clock hours of continuing education credits each calendar year.
37. Maintain a current CPR/First Aid certificate.

**Required Knowledge, Skills, and Abilities:**

1. Must have a working knowledge of the rules and regulations of the Arizona Department of Health Services, Office of Child Care Licensing, as they pertain to the operation of child care facilities
2. Knowledge of early childhood education programs, principles, and practices
3. Ability to evaluate, design, and implement developmentally appropriate curriculum that utilizes and integrates the Arizona Early Learning Standards
4. Knowledge of community resources and services
5. Knowledge of and willingness to support Christian based curriculum and activities
6. Proven teaching skills and experience working with the ages of children served by the center
7. Ability to exercise initiative, discretion, and sound judgment in making decisions
8. Demonstrated organizational skills and a commitment to follow through on tasks
9. Demonstrates a professional level of written and verbal communication skills
10. Ability to establish and maintain accurate records and reports
11. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

12. Ability to assist in planning and executing sound fiscal management to adequately fund operations of the center
13. Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner
14. Commitment to ongoing professional development in the early childhood profession
15. Must be able to operate a personal computer and possess a medium to high level of literacy
16. Regular and reliable attendance
17. Physically capable of lifting, holding, or carrying a child weighing up to 50 lbs.

**Qualifications:**

1. 21 years of age or older
2. High school or high school equivalency diploma and six credit hours or more in early childhood, child development, or closely related field in an accredited college or university; or 60 hours of instruction, provided in conferences, seminars, lectures, or workshops in the areas of early childhood, child development, or a closely related field; and 24 months or more of child care experience.
3. N.A.C., C.D.A., C.C.P., or C.P.C. credential and 18 months of child care experience.
4. A minimum of 24 credit hours from an accredited college or university, including at least six hours of course work in the areas of early childhood, child development, or closely related field and 18 months or more of child care experience.
5. Associate degree from an accredited college or university in the areas of early childhood, child development, or closely related field; and six months child care experience.
6. Bachelor degree from an accredited college or university in the areas of early childhood, child development, or a closely related field; and three months child care experience.
7. Qualify for or currently possess a fingerprint clearance card
8. First Aid and CPR Certificate
9. Desire to teach in a Christian environment