**The Most Sacred Heart of Jesus Parish**

**Director Job Description**

|  |  |
| --- | --- |
| **PARISH:** | **The Most Sacred Heart of Jesus Parish** |
| **OFFICE:** | **Dompka Education Building** |
| **FLSA Status:** | X Exempt Non-Exempt |

|  |  |
| --- | --- |
| **JOB TITLE:** | **Director** |

|  |  |
| --- | --- |
| **Days/Hours:** | **Mon-Fri Full Time position / Hours Vary** |
|  |  |
| **Reports to:** | **Pastor** |

|  |  |
| --- | --- |
| **Mission:** | The mission of the Most Sacred Heart of Jesus Parish ChildCare Center is to provide a safe and nurturing environment for children. |

|  |  |
| --- | --- |
| **Summary of Job:** | The ChildCare Director is responsible for providing daily care to all children in the care of the Most Sacred Heart of Jesus Parish ChildCare Center. The Director shall support the center’s mission, adhere to its values and maintain a professional manner.  The Director is to demonstrate virtuous teaching practices, maintain the security and safety of the children in his/her care, and implement an educational program that is developmentally appropriate and congruent with the center’s mission and values. |

**Minimum Qualifications:**

|  |  |
| --- | --- |
| **Education:** | * A Bachelor degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field; AND 1 year (1250 hours) of documented experience with children OR; * A Bachelor degree from an accredited college or university including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field AND two (2) years (2500 hours) of documented experience with children; OR * An Associate degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field AND 3 years (3750 hours) of documented experience with children OR; * An Associate degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field AND 4 years (5000 hours) of documented experience with children. |
| **Knowledge/Skills:** | * Must have strong leadership skills; * Good telephone and interpersonal skills, with knowledge of business etiquette; * Strong organizational skills with attention to detail; * Able to operate office equipment including desktop computer, copier, facsimile machine, scanner, and telephone; * Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint); * Able to protect confidential information; * Excellent written and verbal communication skills; * Friendly and approachable demeanor; * Maintain a professional appearance, attitude, and work ethic at all times; * Ability to serve as a role model for children; * Ability to understand, to enjoy, and to be comfortable with children. * The Director be present at the center a minimum of 30 hours per week; * In a center in which 45 or fewer children are enrolled in the day care, a Director may also function as a Group Supervisor. |

|  |  |  |
| --- | --- | --- |
| **Routine**  **Duties**  **And**  **Responsibilities**: | | * Administer the ChildCare Center’s program objectives and activities; * Designating a staff person who is responsible in the Director’s absence; * Coordinating and planning daily activities with the Group Supervisors or with Assistant Group Supervisors in school-age program; * Overall program planning; * Written evaluations of staff persons on a regular basis, a minimum of one (1) evaluation every twelve (12) months; * Ensure that the physical Center is well maintained, safe and welcoming; * Assist in coordinating maintenance of building and grounds with Parish Maintenance Supervisor; * Comply with the Diocese of Pittsburgh regulations; * Coordinate fundraising; * Coordinate the teachings of the Catholic faith; * Liaison between Childcare Center and Church; * Administering the Center’s program objectives and activities; * Manage and coordinate curricula with staff that complies with state and federal requirements; * Evaluate and purchase materials, equipment, and supplies; * Manage and support teaching staff and promote their professional development; * Along with Pastor, interview and hire new staff members; * Train new staff members, ensuring they meet all policies and legal requirements; * Complete ongoing training and courses to remain up to date on daycare/preschool standards and procedures; * Communicate and meet with parents regarding their children and the Center’s policies; * Along with the Parish Business Manager, manage and oversee the budget and accounts to ensure the Center remains sustainable; * Along with the Parish Business Manager, develop and facilitate a marketing and communications plan; * Coordinate and comply with the Department of Human Services rules and regulations for child care centers (annual & unannounced inspections); * Maintain open, consistent, and effective communication with parents; * Promote a positive, caring climate for learning for staff, students and parents; * Oversee the day-to-day operation of the Center and manage staff; * Develop and implement policies and procedures as necessary for the operation of the ChildCare Center; * Comply with Diocesan, local, state, and federal laws governing childcare; * Be able to safely life small children up to 35lbs.; * Bend, stoop, twist and kneel to the children’s level in the normal course of care of children; * Sit on the floor and child sized chairs; * Stand for extended periods of time; * Withstand periods of time in the sun, heat, or cold outside during recreational play; * Maintain emotional control under stress; * Work with frequent interruptions; * Be familiar with and adhere to all policies set forth in the parent handbook, The Most Sacred Heart of Jesus Employee manual, and the Department of Human Services regulations; * Provide reliable, accurate and timely information about the center to interested parties; * Be able to handle calmly and professionally mediate any conflicts that may arise; * Create and maintain an environment that allows for open and proactive communication between parents and teachers; * Maintain a professional presence on social media; * Keep staff up to date on the latest research in child development, safety precautions, and developmentally appropriate practices. |
| **Other Duties:** | * Perform duties as directed by the Supervisor(s). | |

**ADDITIONAL REQUIRED ITEMS:**

* **Obtain all Safe Environment Clearances as required by Parish, Diocese of Pittsburgh, and State of Pennsylvania;**
* **Obtain CPR/First Aid for Children and will maintain certification every two (2) years as required by state regulations;**
* **Will have a health assessment, including a physical examination and Tuberculosis screening, signed by a physician, physician’s assistant or CRNP. A signed health assessment is due every 24 months;**
* **Will participate in six (6) hours yearly training;**
* **Ability to work flexible hours;**
* **This job description can be changed as necessary**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_