



9135 Stahala Drive, El Paso, TX 79924  
[www.suncitychristian.org/sun-city-cdc/index.html](http://www.suncitychristian.org/sun-city-cdc/index.html)

## Daycare Center Director Job Description

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**Job Title:** Daycare Center Director      **Wage:** Offer made based upon Education and Experience. Salary Range (27,000.00 – 32,000.00)

**Reports to:** Sun City Development Corporation Board of Directors

**Primary Functions:** Seeking an experienced, dedicated professional for the position of Director of the newly established Sun City Child Development Center. The center director will be responsible for staffing, and establishing compliance with state and local licensing guidelines. Will ensure that the center adopts a solid curriculum that complies with its mission and vision. Will develop and manage center budget, the daily operations of the center, and will supervise employees with emphasis on the state of Texas training and certifications. Performs other duties necessary to ensure that the center is in full compliance with state guidelines.

### Qualifications:

#### Education/Certification:

- Minimal education, nine (9) college credit hours in child development and nine (9) college credit hours in management, plus three (3) years of experience in a licensed child care center. Preferred education: Bachelor's Degree with 12 college credit hours in child development & six college credit hours in management or Associate's Degree in Child Development, with six credits in management and at least two (2) years of experience in a licensed childcare center.
- Must be certified as a center director in the state of Texas or demonstrate certification eligible by meeting the minimum education and experience for certification.

#### Special Knowledge/Skills:

- Thorough understanding of childcare center operations.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Accepts and respects differences in children, parents and co-workers.

### Experience

- Commensurate with education and training

## **Responsibilities**

### **Personnel Management**

- Interviews potential employees and makes recommendations for hire.
- Supervises all staff members of the center, including substitute staff.
- Substitutes, when necessary, in the absence of staff.
- Meets with parents and staff to discuss students' progress.
- Trains new staff members, ensuring that they meet all policies, legal requirements, and guidelines of the Sun City Development Daycare Center.
- Establishes and maintains an on-call employee file.
- Resolves disputes between staff, parents and children.

### **Management of Fiscal, Administrative, and Facilities Functions:**

- Maintains instructional excellence, safe and stimulating environment for children.
- Manages, coordinates, and circulates changes within state and local standards of day care center practices.
- Establishes center policies and procedures. Communicates and meets with parents regarding policies and procedures.
- Reviews and approves menu plans and food purchases.
- Ensures that center facilities are safe for children and complies with laws and regulations.
- Evaluates and purchases materials, furnishings, equipment, and supplies.
- Develops and facilitates a marketing and communication plan with local organizations that promotes childcare events and activities.
- Develops a budget for the center and establishes controls to ensure that the center adheres to the budget.
- Helps staff resolve and manage conflicts between children.
- Develops educational programs and standards.
- Assists staff in communicating progress updates with parents.
- Ensures that the facilities are maintained and cleaned according to state regulations.
- Reports regularly to the Board of Directors regarding center operations, personnel, policy, and budgetary matters.

### **Professional Growth and Development:**

- Provides ongoing professional development opportunities for all staff that ensures, at a minimum, ongoing compliance with State daycare standards and procedures.
- Authorizes the purchase of instructional materials and teaching aids, such as books, toys and games designed to stimulate learning.
- Attends professional development seminars to maintain an understanding of current best, new, and innovative practices of child development.