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# Example of Child Care Director Job Description

Our growing company is looking for a child care director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for child care director

* Developing and maintaining a sustainable childcare program demonstrating excellence by managing health and safety, risk management, professional staff development, partnerships with families, campus constituents and community
* Developing and implementing developmentally appropriate programs to individual children with concern for their interests, abilities, special talents, individual style, and pace of learning
* Managing grant and external funding opportunities
* Administering financial management, develop annual operating budgets and monitor budget status
* Recruiting prospective families for enrollment
* Managing compliance required by the State of Idaho Department of Health and Welfare for licensing and criminal history checks for all staff who have direct contact with children
* Managing recruitment and hiring processes, coordinating and providing training designed to support NAEYC accreditation and QRIS program requirements
* Establishing an environment promoting respect for staff and students
* Managing compliance required for all classrooms to meet child to adult ratios required for NAEYC accreditation
* Overseeing the center’s food service operation including the CACFP compliance of USDA Food Program and all aspects of the kitchen including food preparation, records maintenance, food safety and sanitation

## Qualifications for child care director

* 18 months of experience working with children ages birth through second grade in a birth setting
* Must possess an Administrator’s Credential issued by the Delaware Department of Education
* Three months of supervised student teaching of children birth through second grade may substitute for 6 months of the required experience
* North Carolina Admin I & II Credentials
* Prefer Level 3 Administrator or a 2 Administrator working towards Level 3
* Bachelor's degree in early childhood education or child development or