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# Example of Child Care Director Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of child care director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for child care director

* Provides analysis and ongoing evaluation of direct care services to improve quality of patient care and plan effective utilization of employee time
* Responsible for clinical operations of all programs within the service line providing direction to the management and staff regarding standards of clinical and administrative performance
* Responsible for recruitment, retention, and employee engagement initiatives
* Opening the center every day and for ensuring proper closing
* Ensuring weekly lesson plans are turned in by the teachers include developmentally appropriate activities
* Record keeping of all Center income, payroll, and staffing
* Responsible for making sure all staff adhere to the Texas Minimum Standards for Day Care Centers
* Participating in PTA meetings
* Coordination of annual open houses
* Participating in workshops and in-service staff meetings

## Qualifications for child care director

* Membership in an Early Childhood professional organization (Wisconsin Early Childhood Association, National Association for the Education of Young Children, National Coalition for Campus Children's Centers)
* The ability to visually supervise children
* The ability to get up and down from the floor and small chairs on a continuous basis throughout the day, when needed
* The ability to bend, reach and lift up to 40 pounds
* Four or more years of experience in early childhood center, elementary school, counseling, or administration
* Experience teaching or working with a play-based curriculum