

CENTER DIRECTOR

OVERVIEW OF RESPONSIBILITIES:

Curriculum and Program Standards

- Leads and inspires staff in delivering program curriculum and achieving and maintaining program standards throughout the year.
- Conducts classroom observations and feedback sessions and communicates training opportunities and program enhancements to direct reports.
- Supports and oversees successful implementation of the Creative Curriculum® throughout all Center operations.
- Reviews and guides the development of individual child plans and ensures appropriate communication with parents at key milestones.
- Ensures all Association policies, curriculum, accreditation and licensing requirements are executed consistently throughout all Center programs.
- Is active and visible throughout the Center and regularly engages with all children and families enrolled in programmatic activities.

Staff Leadership and Support

- Provides supervision to direct reports and delegates responsibilities appropriately.
- Ensures that the program is properly staffed at all times to comply with licensing and association requirements.
- Coaches and counsels staff on performance expectations and completes timely performance evaluations.
- Facilitates staff conflicts and engages Human Resources as required to help ensure successful resolution.
- Promotes teamwork strategies including convening regular staff meetings and participating in classroom team planning meetings.
- Monitors the proper usage of staff and hourly substitute time and approves staff leave requests and use of overtime.
- Interviews and recommends new hires, provides orientation for new staff and training on operational procedures pertinent to the Center and their role.

Enrollment, Licensing/Accreditation/Certification

- Manages program enrollment strategies, policies and tuition to comply with licensing requirements and achieve or exceed budgeted enrollment projections. Provides periodic reporting on enrollment rates and maintains current information on competitor programs and rates.
- Proactively engages in enrollment marketing and community outreach activities in order to achieve enrollment targets and optimize the Center's brand appeal.
- Manages and conducts center tours ensuring high quality presentation and follow up; sets targets for numbers of tours and enrollment outcomes.
- Is familiar with and consistently implements all licensing, accreditation, and MCCA quality standards.
- Oversees and maintains staff and children's records as well as any other documentation, as it pertains to licensing and accreditation standards.
- Conducts routine required assessments of the Center and the programming.

Family Interactions

- Is present for either the opening or closing of the Center to ensure opportunity to engage with parents and cultivates positive relationships towards successful customer experience.
- Prepares, reviews and distributes periodic family communication newsletters, flyers, etc. focused on Center level news, curriculum updates and family resources and adheres to all Association brand standards and communication protocols.

- Manages the scheduling and planning of parent council meetings, back to school night and parent education workshops.
- Plans and implements Center level fundraising events.

Financial and Administrative

- Is responsible for developing operating and CAPEX assumptions for input into the annual Center budget. Monitors monthly performance and provides periodic updates to budgets through operating forecasts and other analysis to ensure Center performance targets are consistently being achieved.
- Has fiduciary responsibility for Center operations including ensuring appropriate segregation of duties and safeguarding of Association assets, including program inventories, supplies and petty cash. Ensures controls and reporting protocols are in place and functioning effectively to mitigate Center and Association risk.
- Authorizes Center purchases and contracts up to authorized limits. Maintains accurate records and documentation to support financial transactions.
- Attends and fully participates in Association meetings as required.

Facilities, Transportation & Risk Management

- Oversees facility maintenance, asset repairs and/or playground issues. Complies with all Association and state licensing safety, insurance and reporting requirements.
- Develops and updates emergency crisis plan.
- Schedules, conducts and documents required monthly fire drills and any other required facility related drills at onsite and offsite locations.
- Maintains a safe environment at all times aimed at mitigating risk; submit timely critical incidents reports to appropriate MCCA Administrative staff and provides documentation per Association policy.

Performs other duties as assigned.

QUALIFICATIONS (Education & Experience):

- Must be at least 21 years old.
- Possess a Bachelor’s degree at an accredited college or university in early childhood or elementary education or a related field; or if degree is in an unrelated field, a minimum 30 credit hours in early childhood or elementary education with minimum of three credit hours in child care administration or in business management*; or equivalent work experience.
- Minimum three years of experience teaching/working with children in a licensed child care center, school age program, or elementary school required.
- Minimum three years of management experience required.
- Minimum two years of experience managing a standalone child or youth program preferred.
- Seeking or agrees to seek a Maryland Child Care Credential Level 6 in first 12 months and maintain credential annually.

**If candidate possesses a foreign degree, it must be evaluated by an approved licensing U.S. Agency to be equivalent to requirements.*

Qualifications are subject to change in order to comply with federal, state, county or local licensing requirements.

COMPETENCIES (Knowledge, Skills & Abilities):

- Demonstrated leadership and management capabilities and commitment to delivering high quality child care programs.
- Knowledge of best practices in child care administration and Center management.
- Ability to assess business operations and financial management.
- Capable of budget development, analysis and implementation.
- Ability to adapt to changing expectations due to industry and Association changes.
- Excellent judgment and decision making skills.
- Commitment to staff development and individual child development through classroom management strategies and intentional planning.

- Solid understanding of and the ability to assess child development and deliver developmentally appropriate practice.
- Ability to establish and maintain professional relationships with center staff, families and children.
- Ability to lead and work with others effectively in a team environment.
- Effective conflict resolution skills with children, families and team members.
- Ability to implement emergency procedures.
- Ability to maintain a clean and safe environment by consistently implementing health and safety guidelines at all times.
- Excellent verbal and written English communication skills with the ability to demonstrate these skills in both face-to-face, telephone, and written formats.
- Proficient computer skills in Microsoft Office, SharePoint and other applications used by the Association.
- Ability to maintain a high level of self-motivation and positive energy throughout the work day.
- Ability to plan, organize and implement special events (i.e. fund-raising event, open house, etc.).

ABOUT MCCA:

Montgomery Child Care Association (MCCA) strives to provide the highest quality child care and play-based education for children in Montgomery County, Maryland; professional training for child care providers; and advocacy for affordable, quality child care for families of all income levels, and for better training, pay and benefits for child care professionals.

- MCCA is the oldest *non-profit* child care provider in Montgomery County, Maryland.
- MCCA cares for over 1,000 children, infants through school-agers, at 15 locations countywide, and employs approximately 200 professional staff.
- MCCA's nationally recognized Training Institute educates child care providers throughout the DC metro area.
- MCCA is a local leader in child care advocacy, working for quality child care for all families, and better work standards for child care professionals.
- MCCA is a private, non-profit 501(c) (3) charity, and a United Way (#8447) and Combined Federal Campaign (#13880) agency.
- MCCA is an AA/EEO employer M/F/D/V.

WHAT MCCA HAS TO OFFER:

At MCCA, we provide high quality early care and education for children and families of all cultural backgrounds and we value a diverse workforce. We encourage and support professional development and promote from within whenever possible. Our competitive salary and benefits package includes:

- Medical, dental and vision insurance
- Paid time off (annual, sick and holiday pay)
- Retirement plan
- Training and educational scholarships
- Child care discount
- And more...

To apply, email your resume with a letter of interest/cover letter to resumes@mccaedu.org or fax (301-984-7686).