

Job Title: Daycare Center Director

Location: Little Panther Daycare & Preschool – Panora, IA

Position-Type: Full-Time

The Daycare Center Director is responsible for overall functions of the center, supervising staff, designing curriculum, and administering programs. They shall also ensure services are provided for the children within the framework of the licensing requirements. The Center Director shall have overall responsibility for carrying out the program and ensuring the safety and protection of all children.

Key Responsibilities:

Leadership and Management

- Oversee daily operations of the daycare center, ensuring compliance with state regulations and licensing requirements.
- Recruit, train, and supervise staff, fostering a positive and collaborative team environment.
- Develop and implement policies and procedures that support the mission and goals of the center.
- Demonstrates an ability to train staff in areas relating to child development programs. Evaluates weekly lesson plans for teachers. Helps plan or arrange on-site and off-site (field trips) activities.

Program Development

- Design and implement developmentally appropriate curriculum that promotes social, emotional, physical, and cognitive growth.
- Authorizes purchase of instructional materials and teaching aids, such as books, toys, supplies, and games designed to stimulate learning.

Child, Family, and Community Engagement

- Build strong relationships with children and families, maintaining open lines of communication.
- Maintains a professional relationship with families and the public in daily transactions, and in all matters which reflect the center.

Financial Management

- Prepare, manage, and submit the center budget to Board of Directors for approval. Supervises the process of attendance and payroll, as well as assist in filing year-end tax forms.
- Coordinates funding proposals, grant requests, and other fundraising events for the center.

Safety and Compliance

- Ensure a safe, clean, and healthy environment for children, staff, and visitors.
- Conduct regular safety inspections, drills, and respond to emergencies as needed.
- Coordinates needed repairs to the inside and outside of the center, and reports on them to the Board of Directors as necessary.

Qualifications:

- 21 years of age or older.
- Must be able to communicate effectively with parents, community members, Board of Directors, children, and staff.
- Knowledge of Iowa childcare regulations and best practices in early childhood education.
- Strong organizational, communication, and interpersonal skills.
- CPR and First Aid certification (or willingness to obtain).
- Child Abuse Certificate (or willingness to obtain).
- A passion for working with young children and supporting their development.

Benefits:

- Competitive salary commensurate with experience.
- Paid Time Off.
- Professional development opportunities.
- Supportive work environment focused on teamwork and growth.

Other Duties:

- Responsible in demonstrating care for the property, facility, and proprietary information.
- Demonstrates adaptability and ability to multi-task.
- Conducts other duties as assigned.
- Demonstrates the ability to document accurate information in current case records.
- Responsible for knowing and following company policies and procedures as defined and adhering to instructions, requests, and task assignments as given by the Board of Directors.
- Drive vehicles and operate equipment as needed and assigned.