



**Children's Service
Society of Utah**

Kinship Care · Adoption · Caregiver Support

Job Description Form

Position Title: Child Care & Training Center Director

Program: Child Care Center

Reports to: Executive Director

FLSA Status: Hourly

EEOC:

General Summary:

Oversee the efficient operation of the Child Care Center and the training/Mentoring Program.

Essential Job Functions:

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled.
- Attend and participate in special events when possible to provide a collaborative and cohesive approach to Children's Service Society of Utah.
- Develop and maintain efficient relationships with the Office of Childcare, State Child Care Licensing agency, Children's Service Society of Utah and Care About Childcare administration.
- Provide outreach and coordination with collaborative agencies and various family support programs.
- Correctly fill out and submit agency, and center paperwork in a timely manner.
- Maintain & Update outlook calendar and inform supervisor of schedule changes and needs
- Communicate with co-workers and team members in a positive, respectful and professional manner. Be willing to work on good communication techniques, team-building techniques and other ways to improve the CSS team
- Keep personal use of time to a minimum. Follow CSS policies and procedures, dress appropriately, and represent the agency in a positive manner
- Respond to all agency, parent and community inquiries and complaints in a timely manner, seeking guidance from CSS administration if needed.
- Assume other duties and responsibilities as assigned by and agreed to with the CSS administration.

Child Care Center Daily Operation Duties:

- Coordinate with Executive Director to develop a yearly program plan Assure that the duties on the program plan are completed successfully. Update monthly progress on the program plan report.
- Oversee the operations of the child care center.
- Develop & maintain a filing system for Center paperwork.
- Oversee the family's registration process, and maintain accurate and complete records.
- Develop a yearly budget and maintain the budget assigned to the child care center, purchasing appropriate supplies, equipment, and materials following CAC purchasing guidelines and procedures.
- Provide planning and implementation of the program, hours of operation, center schedules, Schedule will be partially dependent on the needs of the community for child care services.
- Maintain licensing standards at all times.

- **Oversee trainee’s attendance and keep accurate records for trainee’s payroll processing.**
- **Outreach for the purpose of maintaining program enrollment for families wishing to use the center.**
- **Conduct program tours and periodic open house/registration events.**
- **Assure that new staff members (trainees) to the program are trained in conformity to childcare licensing agency regulations (Pre-service Orientation) prior to working with the children and documented in the staff file.**
- **Assure that new staff members (and trainees) receive all the training necessary, yearly licensing training requirements are being met including completion of Licensing’s ‘Rules Training’.**
- **Offer a New Trainee Orientation to help prospective participants understand the scope of the mentoring program, also to introduce the services offered by Children’s Service Society and Care About Childcare, and to help them set training goals.**
- **Plan and facilitate individual or small group trainings on the basics of caring for children.**
- **Coach and supervise the daily duties of the trainees while they are working with the children.**
- **Conduct performance reviews and goal reviews with trainees and staff members.**

Knowledge, Skills, and Abilities:

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual.
- Knowledge of Utah Childcare Licensing requirements and meets at least minimum requirements for a center director.
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication.
- Ability to communicate with employees and business contacts in a professional, courteous manner.
- Ability to work independently and also in a team environment.
- Ability to organize multiple work assignments and establish priorities.
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations.
- Ability to pay close attention to detail and to ensure accuracy of reports and data.
- Ability to make sound decisions using available information while maintaining confidentiality.

Education and Experience:

Requirements:

Bachelor's degree in a directly related field or an equivalent combination of directly related experience, training, and/or education preferred. Must have a minimum of a Child Development Associates Credential plus four years of paid professional experience working directly with children.

And

Must have a minimum of four years training adults in best practice and child development, and have had direct responsibility for professional development of adults and demonstrated knowledge of adult learning and training.

Other Requirements Include:

Excellent English verbal and written communication skills, and the ability to evaluate and solve problems in a professional manner.

Behavioral Characteristics: Welcoming, Nurturing, Determined, Hopeful, and Genuine.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X

Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling			X	
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X
Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.				

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