

CHILD CARE ADMINISTRATOR

SUMMARY:

Plan, coordinate and implement the daily operations of the child care center. Ensure that program conforms to applicable agency and governmental standards. Evaluate program implementation and provide recommendations for modifications as needed.

SCHEDULE:

At least twenty hours per week during the hours of 7 AM to 6 PM Monday through Friday to be agreed upon with administration.

REQUIREMENTS:

1. Associates degree or higher in Childhood Education or related field. Bachelor's Degree preferred.
2. Two years of training verified with a transcript with at least four courses in child development OR twenty-four calendar months of working in a licensed day care center with at least four courses in child development OR twenty-four calendar months of working in a licensed day care center with a child development association credential (CDA) issued by the national child development associate credentialing commission. CDA must be currently valid.
3. Must be able to work effectively and productively with people of diverse economic, cultural and administrative backgrounds.
4. Must be well organized, detailed-oriented and able to maintain confidentiality.
5. Must have competent oral, written and interpersonal communication skills.
6. Must be able to work independently from general instruction.
7. Must have the ability to effectively prioritize and implement a variety of simultaneous and varying activities.
8. Must have a good working knowledge of computers and Microsoft Office software.
9. Final candidate is required to be fingerprinted to complete background check.