



St. Elizabeth Faith Community
12835 E. Washington Rd.
P.O. Box 392
Reese, MI 48757

Phone: (989) 868-4108
Fax: (989) 868-0060
Web: www.stelizabreese.org



Director of the Childcare Center

I. Basic Objective

The Director of Little Bloomers is responsible for the administration and coordination of the childcare and latchkey programs. The director is also a lead caregiver of a group. The director shares in the teaching ministry of the Church by abiding by all established policies, rules and regulations of the Diocese of Saginaw, St. Elizabeth of Hungary Parish, and the Michigan Licensing and Regulatory Affairs (LARA) as it pertains to the licensing of childcare centers.

II. Major Duties and Responsibilities

A. Environment

- Maintains an atmosphere of care and concern for all staff and children.
- Maintains an orderly environment that promotes self-discipline consistent with Gospel values and Christian behavior.
- Remains alert to signs of child abuse or neglect, reporting suspected cases as required.
- Coordinates requests for maintenance and repairs of the building and playground for the safety and well-being of the students and staff.

B. Licensing

- Implements and maintains the license of the childcare program as required by the Licensing and Regulatory Affairs (LARA) and the state of Michigan.
- Maintains state standards in the programs, the staff, and the facility.
- Complies with recommendations made at fire inspections and provides compliance in writing to the proper authorities.
- Conducts emergency drills as required by LARA.
- Participates in professional development opportunities for childcare directors.
- Provides in-service and professional development opportunities for caregivers.
- Provides staff and parents a written policy book and handbook in accordance with LARA.
- Keeps abreast of and implements legal requirements.
- Meets deadlines for official reports as required by LARA.

C. Personnel

- Determines caregiving assignments and oversees scheduling.
- Posts job vacancies, interviews candidates, and collaborates with the pastor, principal and business manager in hiring personnel.
- Provides orientation for new employees, during which a job description is presented and explained.
- Supervises and evaluates caregivers.
- Maintains up-to-date files on all childcare personnel.
- Maintains all records that pertain to the administration of the childcare center.
- Provides administrative direction to caregivers and volunteers when applicable.



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D. Registration

- Advertises for enrollment in the childcare.
- Oversees the registration of students.
- At registration, makes available all the necessary student forms for childcare and latchkey programs, and has the forms completed and filed for each student.
- Oversees that accurate and up-to-date cumulative attendance and health records are kept on every child.

E. Finances and Budget

- Works with the business manager and the principal to create a budget for the childcare center.
- Administers the approved budget within the designated parameters.
- Oversees inventories and ordering of educational materials, office supplies, and snacks for all programs.
- Bills families for the childcare services provided.
- Meets with the business manager to get information on the collection of tuition and fees.

F. Organizational Leader

- Meets with caregivers at least once a month.
- Works with the principal to develop policies, marketing, and discussing any concerns.
- Handles public relations, recruitment, and retention of children.
- Implements an effective system of communication with the caregivers, staff, students, parents, and community at large.
- Develops a yearly calendar for the program.

G. Resource and Liaison

- Is available to students, staff, caregivers, and parents.
- Cooperates with directors of other childcare centers.
- Coordinates services for children with special needs.
- Attends monthly All Parish Staff Meetings and takes leadership of those meetings as required.
- Is a resource to the finance and parish councils and attends meetings when invited.
- Collaborates with school and parish staff in planning and implementing joint activities.



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III. **Ministry Relationships**

- A. The director is directly accountable to and evaluated by the principal.
- B. The director provides administrative direction to the childcare caregivers.

IV. **Qualifications and Skills**

A. Academic:

- i. Pursuant to rule R.400.8113 of the Licensing Rules for Child Care Centers:
 - 1. Be at least 21 years of age.
 - 2. High school diploma or general equivalency diploma (GED).
 - 3. At least 2 semester hours or 3.0 CEUs in childcare administration or have an administrative credential.
 - 4. Education: Meet one of the following qualifications:
 - a. Bachelor's degree or higher in early childhood education or child development,
 - b. Bachelor's degree or higher in a child-related field including 18 semester hours in early childhood education or child development and 480 hours of experience.
 - c. Montessori credential or Associate degree in early childhood education or child development including 18 semester hours in early childhood education or child development and 480 hours of experience.
 - d. Valid CDA (Child Development Associate) credential with 18 semester hours in early childhood education or child development and 960 hours of experience.
 - e. Sixty semester hours with 18 semester hours in early childhood education or child development and 1920 hours of experience.

B. Personal:

- i. Be a Christian. Practicing Catholic preferred.
- ii. Have leadership, organizational, supervisory, planning, and administrative skills.
- iii. Regular, reliable attendance required.

C. Language Skills: Ability to read and comprehend simple instructions, write correspondence, and memos. A demonstrated ability to communicate effectively with a diverse community.

D. Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.



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- E. **Job related skills:** Understanding of communications and the Catholic perspective. Ability to serve others. Ability to use standard office equipment. Excellent computer skills, including knowledge of Quickbooks and MS Office with particular emphasis in Word and Excel. Willingness to learn and operate other programs used in the childcare.
- F. **Interpersonal Skills:** Ability to work with others in a collaborative team. Ability to maintain discretion and confidentiality, ability to self-start, multi-task and prioritize projects, as well as ability to work independently without supervision.

V. Working Conditions

- A. Status: Full time -40 hours (30 as lead caregiver in a classroom), hourly, non-exempt
- B. Work is performed primarily in the setting of a classroom with infants 2 weeks to children 12 years of age. The job requires that the employee lift children who may weigh up to 30 lbs.
- C. The employee is also required to do computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet.

Job Description Review and Acceptance:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am at-will employee.

SIGNATURES

- *Supervisor's signature to indicate the assignment of duties and line of supervision.*
- *Employee's signature after hire, to indicate acceptance of duties and supervision.*

Employee: _____ Date: _____

Supervisor: _____ Date: _____