



Job Description For: Director

Location:	3592 Flat Shoals Road, Decatur, GA
Reports to:	Chief Operating Officer of New Life Community Alliance
Supervisory Responsibility:	Yes
Salary:	Salaried to be shared with applicants
Benefits Package:	Yes
Type of Position:	Full-time, On-site

Major Responsibility: The Director is the manager of all the affairs of the childcare center and is responsible for its overall efficient operations.

General Responsibilities:

1. Maintain enrollment capacity in conjunction with Other Administrators.
2. Conforms to health, safety and licensing regulations.
3. Keeps abreast of research and new development in the field of child development.
4. Recruit and select applicants to fill staff vacancies
5. Review lesson plans, assessments, progress reports and parent conferences.
6. Maintain personnel records including accumulated leave records time card reports.
7. Conduct or make sure fire drills are conducted monthly.
8. Prepare administrative reports including but not limited to CACFP and Maximus
9. Develops yearly calendar in conjunction with center staff.
10. Replace equipment and supplies as needed.
11. Perform annual evaluation of all reporting staff.
12. Maintain documentation of scheduled staff meetings.
13. Arranges for custodial care, maintenance and repairs.
14. Maintains a Positive and open relationship with Parents.

Fiscal Responsibilities:

1. Annually prepare center budget.
2. Operates the center within budget limits.
3. Prepares monthly reports
4. Monthly prepare and submit invoices for payment.



5. Prepares semi-monthly payroll information.
6. Weekly review childcare fee reports

Qualifications / Skills / Knowledge and Experience:

1. Bachelor's degree in early childhood education or related field.
2. Minimum of 3 years of supervisory experience in a childcare environment.
3. Strong oral and written communication skills and enhanced computer skills
4. A strong understanding of child development
5. Excellent leadership, organizational, and interpersonal skills.