

## **Early Childhood Director**

The EC Director is responsible for maintaining the safety, management, and well being of the center itself, the center employees, and the students/families enrolled in the center. She reports to the Executive Director.

### **Responsibilities:**

- Maintaining the program's license and ensuring the center's compliance with the State of Texas Childcare Licensing Minimum Standards
  - Ensuring the physical center is safe for children, free of hazards, and meets all requirements
  - Keep child files up to date with all necessary documentation
- Developing and implementing an early childhood program that best meets the needs of the families we serve
  - Lead a program that meets the needs of the individual needs of each child enrolled in care
  - Provide families with resources that will help them be successful in completing high school and raising a healthy family
- Hiring, training, and management of center staff and volunteers
  - Make sure the center is properly staffed each day
  - Make sure all staff and volunteers receive the proper training upon hire and annually
  - Keep staff and volunteer files up to date with all necessary documentation
- Working with Leander ISD and other community partners to recruit and enroll families into the ACTS of Love Program and provide them with the resources they need to be successful
- Modeling the Christian faith, promoting professionalism, and acting with compassion in all aspects of the job, personal life, and relationships with staff, students, and families.

### **Requirements:**

- A bachelor's degree in education, early childhood development, or related field or a minimum of 5 years experience in early childhood education
- An Early Childhood Director certification from the State of Texas or the ability to receive the certificate within one month of hire
- Ability to appropriately communicate with young children and families.
- Ability to manage a small-medium size staff of paid employees and volunteers
- Desire to work with a team
- Trained in CPR and First Aid
- Ability to pass a state background check
- Willingness to grow spiritually and professionally
- Passionate about helping young families succeed