

Director-Early Childhood Center St. Ambrose Catholic Church

4213 Mangum Rd
Houston, TX 77092

Summary:

Full time SAECC Director, reports directly to the Pastor and Business Manager. The Director oversees the daily on-site operations of the St. Ambrose Early Childhood Center (SAECC), which includes maintaining compliance with the Texas Minimum Standards and St. Ambrose Church rules and guidelines. The Director will plan, develop, organize, supervise and maintain center programs for students, parents, and staff.

Essential Job Function:

- Ensure the SAECC's daily operation is administered in compliance with the Texas Minimum Standards and all local, state and federal regulations.
- Manage SAECC staff to include developing job descriptions, interviewing candidates, and maintaining staff development and certifications & licensing requirements.
- Ensure that the SAECC is appropriately staffed during the year, and for seasonal needs.
- Maintain good communication and engagement with the SAECC staff through class visits and regular monthly staff meetings.
- Ensure the SAECC employees work the appropriate number of hours in accordance with both their scheduled shifts and Texas Minimum Standards.
- Create an atmosphere in which staff members treat each child with dignity and respect.
- Maintain the children's files, including immunization records and allergy alerts in accordance with the City of Houston Health Department requirements.
- Be familiar with and stay current on state child care regulations and reporting requirements, including but not limited to child abuse reporting.
- Develop curriculum and provide programs for the education of the children attending the SAECC, inclusive of Faith Formation, and that is compliant with the state and federal requirements.
- Familiarize SAECC parents with the Parent Handbook and the policies and procedures of the SAECC, and ensure those policies are being followed for the duration of the child's care.
- Follow all prescribed procedures for fire and weather-related emergencies, including conducting and documenting of practice fire drills as required by the local regulatory agency.
- Ensure the physical center facility, including classrooms and play ground is a safe, compliant, and an appropriate environment for children.
- Maintain communications with the *Office of Evangelization and Catechesis* and attendance at the Archdiocese events related to early childhood ministries.
- Manage and provide input on the SAECC budget.

Qualifications:

- Experience in overseeing the day-to-day operations of a licensed child care center.
- Knowledge of laws regarding safety requirements and inspection and certification procedures.
- Excellent supervisory, evaluative, managerial, and administrative skills.
- Bachelor's degree (or equivalent experience) with certification in Early Childhood Education preferred.
- Current Child Care Directors Certification or at minimum, must be able to meet the required state standards to obtain the Texas Child Care Directors License.
- Must be Safe Haven certified, must agree to and pass an Archdiocese required background check as a prerequisite to employment.
- Minimum of two years administrative experience leading an Early Childhood Education Program.
- FTCM certification and Catechist Certification, or enrollment within these programs within the required period.

Interested candidates please email resume and cover letter to Michelle Thompson at mthompson@stambrosehouston.org