

Director of Early Childhood Center St. Jerome Catholic Church

Administrative:

- Ensure a safe, healthy, and developmentally appropriate environment for all children in all age groups.
- Compliance with all procedures, regulations and criteria set forth by Texas Health and Human Services for Day Care licensing
- Oversee the planning and implementation of curriculum that fulfill the mission of the ministry or center and be based on the individual needs of the children within each age group.
- Set policies within the guidelines established by the Pastor and the Finance Council of St. Jerome Church for admission.
- Annually update and review of parent & staff handbook and registration forms to be sure the policies and procedures are up to date and accurate and follow state licensing requirements.
- Creation and submission of an annual budget.

Equipment and Facilities:

- Arrange for maintenance and repairs to maintain optimum safety and use at all times.

Staff Supervision Responsibilities:

- Recruit and hire qualified applicants to fill staff vacancies to maintain approved staffing levels and positions.
- Supervision of all aspects of employment for all employees with the program.
- Conduct regular staff meetings.
- Plan and implement programs for professional growth and personnel development.
- Evaluate staff annually using classroom observations and staff self-evaluations.
- Supervise and assist staff in preparing appropriate curriculum for children.
- Maintain confidential personal files within the Parish Business Administrator Office.
- Ensure compliance with CMG Safe Environment requirements at all levels of employment with the Early Childhood Center.

Parent and Community Relationships:

- Maintain advertising and public relation programs to promote community awareness of the program.
- Be available for counseling with parents when children need special services, making necessary referrals when requested or needed.

Working Conditions:

- Evening and weekend work will occasionally be required.
- Overtime may be occasionally required.
- Use of personal vehicle may occasionally be required.

Any additional duties as deemed necessary to fulfill the job according to State requirements.

If not a licensed Director must be able to obtain license within 30 days of taking position.
Please send resume and salary requirements to emartinez@stjeromecs.org