

St. Theresa Early Childhood Center (STECC) Director

St. Theresa Catholic Church – Memorial Park

Job Description

Full time STECC Director, reports directly to the Church Manager. The Director oversees the daily on-site operations of the St. Theresa Early Childhood Center (STECC), which includes maintaining compliance with Child Care Licensing Minimum Standards and St. Theresa Church and School rules and guidelines. The Director will plan, develop, organize, and maintain center programs for students, parents, and staff.

Essential Job Functions

- Ensure the STECC's daily operation is administered in compliance with Child Care Licensing Minimum Standards and all local, state and federal regulations
- Manage STECC staff to include developing job descriptions, interviewing candidates, and maintaining staff development and certification & licensing requirements
- Ensure that the STECC is appropriately staffed during the year, and for seasonal needs
- Maintain good communication and engagement with the STECC staff through class visits and regular monthly staff meetings
- Ensure the STECC 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
- Maintain records that pertain to the administration of the center in accordance with applicable federal, state, and local laws
- Develop curriculum and provide programs for the education of the children attending the STECC, inclusive of Faith Formation, and that is compliant with state and federal requirements
- Familiarize STECC parents with the Parent Handbook and the policies and procedures of the STECC, 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 the conducting and documenting of practice drills as required by the local regulatory agency
- Ensure the physical center facility, including classrooms, gym and playground, is a safe, compliant, and an appropriate environment for children
- Manage and provide input on the STECC 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 (required); certification in Early Childhood or equivalent experience (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 (applicants undergoing certification are accepted; maximum needed time to completion is 1 year.
- Minimum of two years administrative experience leading an Early Childhood Education Program

Interested candidates please email resume and cover letter to Enrique Benitez (e.benitez@sttheresa.cc)