



Job Title	Director, Creative School for Children	Job Code	OT0216
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Other	Union Code	0
		Subfamily	Child Care Center/Early Childhood Education

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.
Child Care Center/Early Childhood Education Professionals provide care and education to children. Provide support to families on child education. Supervise childcare center activities.

Job Summary

Responsible for the overall administration and management of all components of the Creative School for Children, a program of developmentally appropriate care and education of young children. Insures adherence to the accreditation standards of the National Association of the Education of Young Children (NAEYC), VPK, Food Program and the State of Florida Child Care Facility Licensing Regulations. Ensures a high-quality program in a safe and healthy environment for children and adults.

Representative Duties

1.
 - Oversees enrollment, orientation and tuition accounts for approximately 150 parents
 - Develops, reviews, and revises the Parent Handbook, Enrollment Forms and Staff Handbook
 - Designs, and maintains an organizational structure and staffing
 - Recruits, hires, trains, supervises and evaluates childcare staff
 - Ensures continuous quality improvement through regular staff meetings, allocation of resources and consultation for staff's professional goals
 - Develops and implements operational procedures and practices to ensure a high-quality educational program and a safe, healthy environment for children
 - Implements safety procedures consistent with OSHA, VPK, School Readiness, USDA food program, and NAEYC accreditation standards
 - Serves as a liaison between teachers, parents, and the university community for information, counseling, referrals, and conflict resolution

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.