**First Baptist Church Daycare is currently seeking a Director**.

* Salary range/benefits – $60,000 - $70,000 yearly salary with 3 weeks of PTO
* Prefer Director be a member of First Baptist Church
* Prefer Director be of same belief as outlined in the Baptist Faith and Message, follow link for description: <https://bfm.sbc.net/bfm2000/>

Follow link for application and detailed description of qualifications and expectations:

**Director**

Qualifications- For effective leadership; the director should be a Christian with a genuine love for children and adults. The director of the daycare must be at least 21 years of age, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience:

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| --- | --- |
| Education | Experience |
| (1) A bachelor's degree with 12 college credit hours in child development and six college credit hours in business management, | and at least one year of experience in a licensed child-care center; |
| (2) An associate of applied science degree in child development or a closely related field with six college credit hours in child development and six college credit hours in business management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years, | and at least two years of experience in a licensed child-care center; |
| (3) Sixty college credit hours with nine college credit hours in child development and six college credit hours in business management, | and at least two years of experience in a licensed child-care center; |
| (4) A child-care administrator’s certificate from a community college with at least 15 college credit hours in child development and three college credit hours in business management, | and at least two years of experience in a licensed child-care center; |
| (5) A Child Development Associate credential or Certified Child-Care Professional credential with six college credit hours in business management, | and at least two years of experience in a licensed child-care center; |
| (6) A day-care administrator's credential issued by a professional organization or educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title, (relating to Day-Care Administrator’s Credential Program), | and at least two years of experience in a licensed child-care center; or |
| (7) Nine college credit hours in child development and nine college credit hours in business management, | and at least three years of experience in a licensed child-care center. |

The director of the week-day childcare center plays a crucial role in ensuring the smooth day-to-day operation of the child-care center by balancing business concerns with what’s good for children and by providing leadership and direction to the caregivers responsible for providing safe and healthy care for the children.

Knowledge of good business practices, administration, and child development are essential for managing a daycare center. The director has an obligation to be prepared to hire and maintain employees, establish and maintain communication with parents, and ensure the health, safety, and well-being of the children in her care.

The director must know how to meet requirements for age-group curriculum, safety, health, and nutrition; be able to recruit and guide the staff as well as dismiss whenever necessary; work with parents; work with the daycare financial coordinator to prepare an annual

budget; coordinate with other church programs; and collaborate with other community agencies.

Director/Staff relationship – the director should make reports to the daycare committee regarding personnel situations, licensing inspections, student enrollment census, and monthly financial statements. The director will report daycare family outreach needs to the pastor.

The director will work with the church staff and daycare committee to help provide and maintain a spiritual ministry through the daycare program in keeping with the church’s purpose in establishing the program.

**Director/Parent relationship** – the director should consistently be available to parents to hear, and address, concerns regarding their child(ren). It is important the director has a relation with each parent built on trust to ensure the parents know they are leaving their child(ren) with leaders and caregivers who genuinely care for their entire family’s well-being.

**Duties**

The daycare center director must ensure:

1. The child-care center's daily operation is administered in compliance with the Texas HHS Minimum Standards for Childcare Centers;

2. All employees comply with the minimum standards;

3. All employees have assignments that match their skills, abilities, and training;

4. All employees are supervised. Supervision includes, but is not limited to, knowing what the employees are doing and ensuring that they fulfill their assignments and responsibilities;

5. Caregivers are not regularly scheduled for more than ten hours of direct childcare during a 24-hour period;

6. Qualified substitutes are called as necessary to meet minimum standards.

7. Children are placed in classrooms appropriate for the age and development as specified in Texas HHS Minimum Standards for Childcare Centers.

**In addition; the daycare director must ensure**

1. Orientation to the child-care center for all employees;

2. Eight clock hours of pre-service training, or documentation of exemption, for caregivers;

3. 26 clock hours of annual training for caregivers;

4. 30 clock hours of annual training for the director;

5. CPR and first aid as specified in HHS Minimum Standards

**In addition, the director is responsible for:**

1. Maintaining personnel and student files in accordance with current laws and Texas HHS Minimum Standards for Childcare Centers.

2. Supervision of teachers in planning the curriculum and carrying out the daily program.

3. Conducting staff meetings on a regular basis for planning and evaluation.

4. Meeting with the cook on menus for each month, ensuring meal patterns are followed according to Texas HHS Minimum Standards for Childcare Centers, and attention is given to special dietary needs.

5. Hiring, terminating, and/or disciplinary guidance of staff.

6. Maintaining waiting lists.

7. Enrolling new students as space permits.

8. Conducting fire, sever weather, and lockdown drills,

9. Conducting indoor and outdoor inspections to ensure safety of children in all areas. Coordinate with Properties Committee when maintenance is needed to comply with Texas HHS Minimum Standards for Childcare Centers.

10. Coordinating fire and extinguisher inspections with local agencies to ensure safety and compliance.

11. Ensuring students are up-to-date with current immunizations and have records available at request of the County Health Department.

12. Ensure Health, Sanitation, and Pest Control Inspection reports are current as required by Texas HHS Minimum Standards for Childcare Centers.

13. Maintain financial records for the daycare center. This includes reporting balance sheets, profit & loss, and general ledger reports to the finance committee and church body.

 **Accounts Receivable:**

o Customer Billing

o Collections of accounts in arrears.

o Set-up new customer accounts in childcare management software.

 **Accounts Payable**:

o Reconcile vendor statements/invoices and credit card accounts.

o Submit invoices/statements to accounting firm for payment.

o Contact vendors and settle discrepancies on accounts payable as needed.

**Payroll**:

o Submit new employee information to accounting firm for payroll setup.

o Ensure accuracy of time tracking and submit to accounting firm for payroll.

o Maintain records of time tracking and payroll reports in accordance with Fair Labor Standards Act.

o Ensure that necessary and current tax forms are completed by each employee and retained in personnel file.

o Track and report to employees, accounting firm, and director paid time off, holiday, and overtime.

**Financial Reports:**

o Reconcile bank statement deposits with childcare management software deposit reports and submit them to accounting firm for monthly financial report preparation.

o Present the monthly financial reports to the daycare committee, finance committee, and church body,

o Prepare and present annual operating budget to daycare and finance committee.

 **Other:**

o Be available to vendors, customers, and staff to answer questions regarding invoices, statements, or payroll.

o Submit on-line criminal history checks on new and existing employees as required by Texas HHS Minimum Standards for Childcare Centers.

o Schedule new and existing employees for fingerprinting as required by Texas HHS Minimum Standards for Childcare Centers.

o Order and/or purchase supplies for office, kitchen, classrooms, or custodians.

o Seek and compare bids for the purchase of furniture, equipment, and supplies multiple times per year to ensure we are receiving the best price and quality.

o Ensure parent handbook policies and personnel policies are compliant as required by the Texas HHS Minimum Standards for Childcare Centers.

o Ensure recall notices are reviewed by staff, posted, and filed.

o Type and distribute monthly menu for the cook.

o Substitute in kitchen, classroom, or custodial area as needed to ensure operation of the daycare is following Texas HHS Minimum Standards for Childcare Centers.

o Director must be available to handle scheduling changes due to early morning call outs.