

Certified Child / Day Care Director

SafeHouse of Seminole: Seminole County, Florida

SafeHouse of Seminole is recruiting for a full-time Child Care Director. The Child Care Director will manage the daily operations of our small in -house day care program. The ideal candidate would have a degree in Early Childhood or Child Development or related field with at least 3 years managerial experience. Director credentials required.

Duties: We are looking for an energetic person who loves working directly with children. The daycare director also completes the administrative tasks involved in running a child care center. This can include such tasks as processing enrollments, keeping attendance and health and safety records. The director is also responsible for keeping all files up to date, including medical and emergency contact information.

RESPONSIBILITIES

- Work directly with the children
- Ensure accurate reporting guidelines are met
- Ensure organization is in full compliance with all licensing and safety regulations.
- Maintain client files and paperwork – strong computer and organizational skills required
- Report directly to the Chief Executive Officer
- Other duties as assigned

REQUIREMENTS

- Director credentials required
- At least three (3) years' experience working directly with children.
- Must be able lift small children
- Must be very energetic
- Possess strong leadership skills
- Skillful in building strong early education programs
- Proficient in Microsoft Office
- Prefer bachelor's degree or higher education
- Bilingual a plus
- Valid driver license and current insurance

Salary Range: \$28,000-\$32,000

Posting Deadline: November 4th, 2011

We are an equal opportunity employer, dedicated to a policy of non-discrimination with regard to race, creed, religion, color, gender, disability, marital status, veteran status, national origin, age or any other characteristics protected by law.