



Sample Director Job Description

When creating a job description for a director, the administrative team/Board of Directors/Owner need to identify all of the duties that they would like for the director to manage. Remember that this individual will be the face of the child care program, and your connection with the staff and clients.

The Director is typically off the floor in larger centers and their duties are primarily managerial (half time on the floor in smaller programs). They are in charge of the daily management of the program, which means they guide staff on their responsibilities, conduct staff meetings, communicate with parents, and enroll clients. The Director is accountable to the center Administration/Board of Directors/Owner. The Director manages the care and education of the children and the staff whom they supervise.

To organize the tasks and duties that you will assign think about the core areas, then from there you can create a description of responsibilities and then specific details to make your expectations clear. An example of some core areas could be;

- Program Management
- Organizational Management
- Financial Management
- Human Resource Management
- Public Relations
- Professionalism

The following pages are a sample of the beginning of a director's job description to give you an idea of information that it could contain. One thing to keep in mind is that this description is a guide for your employee to know and understand the expectations that you have for them. It is important to have an informational paragraph and then categories and specifics. These have been identified in the below sample as well.

Sample:

Director Job Description

The Director is in charge of the daily management of the center. The Director oversees all aspects of the program and is accountable to the center Administration/Board of Directors/Owner. The Director's duties are primarily managerial, however the care and education of the children is also delegated to the Director and the staff whom they supervise.

The main areas of responsibility for the Director are as follows:

- I. Program Management**
 - A. Health and Safety
 - B. Curriculum
 - C. Families
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- I. Program Management**

The Director should manage an organized, purposeful program, including a safe, healthy, hazard free environment and a well-planned curriculum, by which the needs of children, staff and families are met.

A. Health and Safety

The responsibility of the Director is to assure a healthy, safe and hazard free environment that meets children's and staff's needs and complies with all relevant North Dakota rules and regulations.

Specifically, the Director will:

- Ensure all employees have current and relevant First Aid and CPR training
- Ensure compliance with fire and health regulations including fire drills, evacuation plans, safety equipment, and removal of safety hazards
- Ensure planning for implementation of a safe environment for children in areas such as program safety, traffic safety, transportation/ arrival and departure policies and field trips
- Ensure recognition, documentation, reporting and immediate action in the case of accidents and illness and monitor symptoms
- Ensure that accident report forms are completed and appropriate authorities notified as required by law
- Maintain updated health histories including immunization records, birth certificates, and family insurance data, where required
- Ensure cleanliness and maintenance of all program equipment and appliances
- Ensure children are only released, in accordance with relevant rules and regulations, to the known guardian or that alternate arrangements have been documented
- Develop Safety and healthy procedures for all aspects of the center
- Ensure all employees are aware of health and safety documents such as the Child Abuse Protocol, Infectious Disease Control Guidelines, and Workplace Health and Safety Regulations
- Ensure the distribution of current and relevant health information to families, employees and children
- Ensure compliance with health regulations including hygienic practices related to food storage, preparation, hand washing, diaper changing
- Implement a process to ensure that medication permission slips are signed and that medication is administered and recorded
- Ensure that lunch/snack programs meet America's Food Program Guideline requirements and what is required by state law, and that menus are posted

B. Curriculum

The Director is responsible for ensuring the development, implementation and evaluation of the curriculum. The Director provides the vision and leadership for the development of a high quality program. Curriculum responsibilities of the Director build on the basic North Dakota Early Learning Guidelines competencies in these program areas: learning environment, physical development, cognitive development, communication, creativity, self-concept, social skills and guidance and discipline.

Specifically, the Director will:

- Ensure that the center's philosophy guides curriculum development
- Provide leadership to the staff when designing curriculum
- Collaborate with staff on short and long term planning

