Job Title: Child Enrichment Center Director

JOB SUMMARY

The Child Enrichment Center Director is responsible for developing, implementing and providing quality instruction at a day care facility at a technical college.

MAJOR DUTIES

- Develops, implements, and provides quality instruction;
- Plans and organizes the unit's work to meet the technical college's objectives. Directs and reviews work assignments;
- Responsible for preparing and submitting reports;
- Promotes the Child Enrichment Center program to public and private organizations throughout the community;
- Ensures prescribed standards of health, safety and security are maintained;
- Performs administrative and programmatic functions, including budget planning, quality assurance, personnel matters, intake staffing, and coordination of special events or functions;

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of budget development and management principles
- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- A high school diploma or general education diploma (GED) and one (1) year of qualifying child care experience; or
- A Child Development Associate credential or a Child Development and Related Care Diploma from a vocational institute accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or similar credential where the course of study includes an intensive practicum in child care as part of the curriculum and which is approved by the department; or
- An associate's degree in early childhood education and six (6) months of qualifying childcare experience; or
- A bachelor's degree from an accredited college or university in a field other than early childhood education or child development and three (3) months qualifying work experience; or
- A bachelor's degree from an accredited college or university in early childhood education and child development.

- The incumbent must meet the following minimum requirements throughout employment: Never have been shown by credible evidence, e.g. a court or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct; be at least 21 years of age; have current evidence of successful completion of a biennial training program in CPR and a triennial training program in first aid which have been offered by certified or licensed health care professionals and which dealt with the provision of emergency care to infants and children; not be suffering from any physical handicap or mental health disorder which would interfere with the applicant's ability to perform adequately the job duties of providing for the care and supervision of the children enrolled in the center; not have a criminal record.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.