



Job Description

Director/ Co-Director/ Administrator/ Group Supervisor

Hours: 8-10 hours per day

Education/Experience Requirements:

- Meet all state licensing minimum age and education requirements.
- Complete knowledge of all State Licensing Requirements and Regulations
- Complete knowledge of CACFP requirements
- Holds or is working toward a Degree in Early Childhood Multicultural Education or a related field.
- Knowledge of Federal and New Mexico Labor Laws and Human Resources
- Proficient in all programs in the Microsoft Office Suite - Word, Excel, Publisher, Power Point or comparable office suite
- Proficient in Adobe Pro or comparable program
- Master of ProCare - able to adjust 'database objects' and 'merge forms' when needed for optimal user output.

Physical Demands:

- Will frequently lift or move average weight; as in lifting, carrying, and holding infants and children.
- Will occasionally lift or move average weight in awkward or difficult positions.
- Required to stand up to 75% of the work day.
- Must be able to interact with children, their parents, and the teachers on a daily basis.
- Meet the emotional, social, cognitive, and physical needs of the children, their parents, and the staff.
- Provide assistance as needed.
- Monitor teachers to ensure they are performing all job duties correctly, following all state regulations, and conforming to all center policies and procedures.
- Encourage assistants to contribute to curriculum planning.
- Coordinate field trips

Detailed Job Description:

- Knows, follows, and enforces company policies and procedures throughout the center.
- Provide positive customer service to ALL visitors at ALL times.
- Support and implement the company philosophy
- Provide each child and teacher with opportunities for individual development.
- Provide a positive, loving, and nurturing environment.
- Is aware of inappropriate discipline, child abuse, or neglect; whether it occurs at the Center, or we suspect it occurs elsewhere.

- Properly reports any and all incidents of abuse, neglect, or therein to ECECD Licensing and CYFD.
- Assists with curriculum planning and implementation
- Hiring and retaining teaching staff, administrative support staff, operational support staff, substitute staff, and maintaining an appropriate payroll.
- Perform all administrative duties required by TLC Development Centers, State Licensing, and CACFP.
- Financial Management, and Food Management - Ensuring that costs do not exceed income.
- Hold/organize monthly meetings for staff.
- Enrollment and staff retention
- Marketing
- Developing and maintaining an effective organization
- Developing and maintaining an effective communication system
- Community relations
- Legal knowledge in the areas of center management and operation.
- Other duties may be required as needed.

Personal Characteristics:

- Extremely detail oriented
- Computer literate
- Able to multitask
- Able to quickly respond to and assess any arising situation
- Maintain confidentiality
- Able to be flexible with daily demands
- Accepts constructive feedback, and implements appropriate action
- Is flexible to the daily business demands of the Center, including scheduled working hours and room/kitchen assignments

Additional Responsibilities

- Ask for help and assistance when needed
- Maintain positive and supportive business, licensing, and regulatory relationships
- Handle both routine and difficult situations with a calm response

I, _____, have read, and I understand my job description here at TLC Development Centers.

Employee Signature _____ Date: _____

COO/CFO Signature _____ Date: _____