

- Willingness to communicate with church leadership regarding building and grounds needs or usage specifically pertaining to the daycare center area

JOB DESCRIPTION

The Director is responsible for administering the daily operations of the day care facility. The responsibilities can be varied and numerous but include managing staff, developing and implementing policies and procedures, ensuring the well-being of all children in care, and maintaining compliance with state regulations. In addition to our infant, toddler and preschool programs, this facility has a state funded PreK program. Knowledge of these programs is essential.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Duties and responsibilities may include, but are not limited to, the following. A more detailed description is available on request.

- Hire, train and supervise staff. Note: The hiring of family members is not permitted.
- Develop staff schedule to manage staff/student ratio while anticipating planned or unplanned absences.
- Supervise the development and implementation of curriculum.
- Communicate regularly with parents and guardians about their child's progress.
- Respond to any disciplinary issues or conflicts that may arise among staff or children.
- Maintain a safe and clean environment for children to learn and play.
- Collaborate with other community organizations and resources to provide additional support for children and families.
- Connect with church staff concerning enrichment activities for the children
- Oversee equipment and supply purchases for the center.

Full job description

We are a faith-based Childcare/PreK center focused on providing a nurturing, loving and safe environment for children ages 6 weeks to 5 years. Due to our location within the walls of our church, collaboration between the daycare center and church staff can provide a unique and enriching experience for the children, as well as strengthen the bond between our church and the community. We are seeking a director with a deep love of children, shared values and a strong commitment to building positive relationships with families, the church and the community. The Director reports to the Senior Pastor and our church's Staff Parish Relations Committee.

QUALIFICATIONS:

- 21 years of age or older

Associates Certificate , in Early Childhood Development or Education

- Minimum of 2 years experience in an early childhood growth and development setting with part of that time as Director or Assistant Director
- Director qualifications listed in New Mexico State Regulation 8:16:2:23
- Experience with the FOCUS on Young Children's Learning program, New Mexico's Tiered Quality Rating and Improvement System, as well as ECECD regulations and requirements
- Knowledge of state regulations and licensing requirements for daycare centers including the current New Mexico PreK and Universal Child Care Program
- Professional communication and interpersonal skills, both written and verbal
- Familiarity with current technology
- Experience with budget management and discretionary departmental spending

- Ensure compliance with all state and federal laws governing childcare, and in particular, the reporting requirements for the state-funded New Mexico PreK , Universal Child Care, FOCUS and ECECD Programs.
- Work with church accountant to create budget for the center.
- Prepare and maintain regular administrative and business reports for the center, as well as upon request.
- Be responsible for all time keeping and tracking all Paid Time Off and Accrued time through the year.
- Be responsible/manage for all funding from the state or shared Church funds for projects and repairs.
- Attend weekly staff meetings.

Please send a Letter of Interest and/or a Resume to Mdo@asburyabq.org
Include three personal referees

Job Type: Full-time

Pay: \$48,000.00 - \$52,000.00 per year

Benefits: