**Full job description**

* **Childcare Site Director**
* Childcare Site Director is responsible for setting the tone for the facility, managing the curriculum, overseeing physical facilities, hiring staff, and managing the overall image of the center. They also ensure compliance with all EEC regulations, both regarding the physical environment and the staff. This position is located in a two-classroom site and will be part time in the classroom and part time office, while always representing the Site Director position.
* **Curriculum Development**
* Site director will work with qualified center staff to develop an appropriate curriculum and ensure that it complies with state and federal requirements and is developmentally appropriate, while taking into consideration the parent’s expectations.
* **Facilities Management**
* Director will make sure that the center’s physical facilities comply with local, state and federal laws and are a safe and appropriate environment for children. Director has knowledge of local, state and federal laws regarding safety requirements and inspection and certification procedures and ensure that the center complies with those requirements. This includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
* **Staffing Management**
* Staff management is one of the most important tasks of a Childcare Site Director.
* Childcare Site Director will supervise lead teachers, teachers, cook and custodial staff. The site director manages this staff, developing job descriptions, interviewing candidates, maintaining staff development and education and, if necessary, managing disciplinary processes.
* The site director ensures that all staff meet the requirements for their jobs; for example, the site director orders staff background checks, medicals, qualification sheets, references, etc. and confirms that necessary licenses are valid. Childcare site director is also responsible for maintaining their own qualifications.
* **Parental Communication and Involvement**
* The Director will serve as the ‘face’ of the school, managing communication with parents and the community. The director will develop policies for the school and communicates the policies to parents.
* The site director will meet with parents and teachers to keep parents up-to-date on their child’s developmental progress, including discussing ways to address any learning or behavioral issues.
* **Certification Requirements**
* Infant/Toddler – School Age Certification
* Director I Certification
* Bachelor Degree



**Childcare Site Director**

**Certifications Preferred**

* Director I Certification
* Infant & Toddler-School Age Certification
* Bachelor Degree

**Skills**

* Teaching
* Childcare experience
* Staff Supervision

**Pay**

* $25 - $27 an hour

**Job type**

* Full-time

**Shift and schedule**

* 8-hour shift
* No weekends
* Monday - Friday

**Location**

35 Pierce Street, Greenfield, MA

**Benefits**

* 401(k)
* Childcare
* Health & Dental insurance
* Flexible schedule
* Paid sick time & Vacation time