

**Center Director**

**Position Description**

The Center Director is responsible for ensuring the health, safety, and quality of education, for all children within the center’s care. The Center Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, legal and budgetary considerations, and long range planning. The Center Director ensures that the needs of the students and the goals of the center are met appropriately.

**Key Responsibilities**

- Establish quality vision for the center. Manage adherence to quality standards in accordance with the vision and with state and local requirements.
- Develop general educational curriculum; collaborate with staff to develop positive learning activities; manage adherence to state and local regulations.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Approve menus and food purchases.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources and personnel management (staff supervision) and purchasing.
- Resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
- Manage budget planning and review.
- Establish illness and emergency procedures; ensure staff is trained appropriately.
- Implement strategic plan and goals in keeping with mission of program.
- Maintain personal professional development plan to ensure continuous quality improvement.

**Additional Knowledge and Skills Required**

- Strong oral and written communications skills; basic computer skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Strong finance and budgeting skills.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.

**Education and Experience Requirements (per OSSE licensing requirements)**

A center director must meet one of the education and experience qualifications below:

- A bachelor’s or more advanced degree with at least fifteen (15) semester credit hours in early childhood development, early childhood education, elementary education, or early special education **and** at least one (1) year supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction; OR
- An associate degree with a major in early childhood education or early childhood development, **and** at least three (3) years supervised occupational experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction; OR

- At least forty-eight (48) semester credit hours, with at least fifteen (15) semester credit hours in early childhood education or early childhood development, **and** at least four (4) years of supervised occupational experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction (*only qualifies for this if individual was employed as a qualified Center Director in a licensed Child Development Center in the District of Columbia on December 2016*); OR
- For a Montessori School Director, a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education, National Center for Montessori Education, American Montessori Society, or the Association Montessori International, **and** at least three (3) years of supervised occupational experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.

**Note:** By December 2022, Center Directors are required to have a bachelor's degree in early childhood education (including early childhood development, early childhood education, elementary education, or early special education) **or** a bachelor's degree in any subject area with at least 15 semester credit hours in early childhood education; **and** at least one (1) year supervised experience working with children in a licensed District of Columbia Child Development Center or its equivalent in another jurisdiction.