



JOB TITLE: Director, Child Development Center

REPORTS TO: Associate Minister of Discipleship

REVISION DATE: June 12, 2025

SUMMARY: The Director of the Child Development Center (CDC) provides executive-level management and supervision of all CDC operations and personnel.

PRIMARY RESPONSIBILITIES

Supervises all full-time and part-time staff in daily operations, scheduling and class planning. Makes daily visits to each classroom.

- Monitors existing instructional programs and facilitates development of programs suitable to the nurturing and growth of infants and preschool children. Is familiar with latest trends in child development and teaching methods; oversees use of curriculum in classrooms.
- Interviews and hires staff for employment. Is responsible for staff evaluations and corrective action if appropriate.
- Develops and either conducts or oversees a program of in-service education for assigned staff - teaching strategies, lesson planning, safety, etc.
- Ensures that all programs are in compliance with all applicable federal and state guidelines (DSS, NAEYC, DHEC, ABC Enhanced System).
- Ensures that any suspected cases of abuse and/or child neglect are reported to Richland County DSS.
- Develops emergency plans for inclement weather and disaster preparedness.
- Makes certain that first aid supplies and trained first aid responders are available within the CDC at all times.
- Develops and monitors the budget for the effective and efficient operation of the CDC, to include payroll, supply orders and accounts payable.
- Attends all CDC Board Meetings and provides Director's Report to include budget reports.
- Carries out Board Policies and Procedures as outlined in Staff and Parent Handbooks.
- Markets the CDC to the church and the community as a visible mission of the church to maintain capacity enrollment and fiscal solvency. Maintains current waiting list and provides personal tours to prospective families entering the CDC.
- Strives to establish, promote and maintain positive relationships with each child's family to encourage each child's sense of individual worth and foster children's development in all settings. Ensures parent / teacher conferences are held on a regular or as-needed basis for all classes and is available to

meet/ set appointments with staff or families to discuss issues at hand.

- Maintains professionalism at all times and is accountable for the overall excellence of the center. Provides leadership and exemplifies interpersonal skills that further the mission of the church and the CDC.
- Performs other duties as may be assigned by the CDC Board or the ministers of the church.

KNOWLEDGE AND SKILL REQUIREMENTS

- Basic computer skills to include word processing and accounting spreadsheet capabilities, preferably with ProCare.
- Strong written and verbal communication skills.
- Highly organized and detailed oriented with strong project management, time management, and multitasking skills, including strong crisis management abilities.
- Ability to work independently and collaboratively within a team environment. Should possess obvious leadership skills and the demonstrated ability to keep staff motivated, make decisions and resolve conflicts.
- Bachelor's degree in Early Childhood Education, supplemented by a minimum of 1-3 years of successful classroom experience, or an equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities.
- Must be comfortable working in a church environment and supporting the mission of WSUMC.
- Experience with and knowledge of DSS licensing, ABC Quality accreditation, and NAEYC accreditation
- Experience in a nonprofit, church, or mission-driven organization is a plus.

WORKING CONDITIONS

- Working conditions are normal for a church childcare environment. Some evening, weekend, and holiday availability may be required for special events.
- This position is full-time.
- Salary will be commensurate with education and experience.
- A benefits package includes healthcare, paid time off, matching 403(b) retirement plan, and additional organizational paid benefits and voluntary benefit offerings.