

NUCKOLLS COUNTY CHILDCARE CENTER (NC3) DIRECTOR

NC3 Director: Job Description

The NC3 Director is responsible for ensuring the health, safety, and quality of education for all children within the center's care. The NC3 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 NC3 Director must demonstrate strong leadership, communication, and organizational skills to manage the center and staff effectively while ensuring the needs of the students and the goals of the center are met appropriately. As well as knowledge of modern office methods, practices and procedures and the ability to motivate and maintain personnel in a rapidly changing environment.

This position reports to Nuckolls County Childcare Center Board of Directors.

Key Duties and Responsibilities:

- Establish a quality vision for the center with the help and direction from the Board.
 - Implement strategic plans and goals in keeping with the mission of the program.
 - Develop and implement strategies to improve center enrollment and retention.
 - Provides direction and leadership to all employees.
- Maintain positive relationships with regulatory agencies.
 - Maintain licensing and accreditation requirements.
 - Adhere to and ensure compliance with all relevant local, state, and federal regulations and requirements.
 - Ensure legal and financial compliance.
- Maintain a personal and professional development plan to ensure continuous quality improvement.
 - Lead professional development initiatives for staff members to improve their skills and knowledge.
- Maintain and ensure a safe and secure environment for the children.
 - Establish illness and emergency procedures.
 - Assign, develop, train, and supervise employees and their work.
 - Evaluates, reviews, and makes recommendations and personnel actions such as employment, retention, promotion, and termination.
- Manage the center's day-to-day operations including but not limited to:
 - Develop general educational curriculum.
 - Collaborate with staff to develop positive learning activities.
 - Maintain student records in accordance with established enrollment procedures and guidelines.
 - Approve food menus.

- Oversee the implementation and supervision of all office functions including, but not limited to:
 - Financial management
 - Payroll, accounts payable and receivable
 - Tuition billing and payment
 - Purchasing and Inventory
 - Planning and budgeting—tracking expenses, planning and review
 - Submits annual budget to the Board of Directors.
 - Human resources and personnel management (staff supervision).
- Promote good public relations.
 - With parents of current and prospective students through direct conversation, newsletters, and parent handbooks.
 - Manage and resolve conflicts (including corrective action when necessary) to ensure a positive experience for everyone.
 - Develop and manage partnerships with the school, community organizations and other resources.
 - Implement community outreach activities and marketing strategies to maintain and promote positive community relationships and to attract new families to the center.
- Develops, implements and maintains an ongoing evaluation system to ensure quality control.
- Utilizes evaluation data, outcomes, surveys to maintain correct and/or improve delivery of services.
- Studies policies, methods, and procedures and modifies or makes recommendations of modifications as is necessary for the proper functioning of NC3.

Additional Knowledge, Skills, and Experience Required

- Minimum of 3 years of supervisory experience.
- Five years of direct professional experience in an early childhood setting.
- High energy.
- Strong oral and written communication skills; technology 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 certified. (Can be provided by Brodstone)
- Maintain the necessary Nebraska State Licensure Requirements.
- Must clear a full background check.
- Must pass a health screening.

Educational Requirements

- An Associate's, Bachelor's Degree or Master's Degree in early childhood education or related field of study with a minimum of 30 credits in Early Childhood Education.

Employment Type: Full Time

Wage Range: Wage based on experience and qualifications