

Parents' Day Out Director Job Description

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| Title | Parents' Day Out Director | Status | ¾ to Full Time Employee |
| Reports to | Director of Operations | Salary | Competitive and Commensurate with Education and Experience |
| Supervises | PDO Staff | FLSA | Exempt |

Job Summary:

The Parents' Day Out (PDO) Director at Wellshire Presbyterian Church plans, promotes, directs, and evaluates PDO and related work as required. She/he ensures that PDO provides a safe, inviting, legally compliant environment for the care of infants and toddlers.

Essential Functions and Responsibilities:

- Provide for the safety of children while in the PDO program
- Adhere to all regulatory standards as set by the State and county, including but not limited to maintaining staff ratios, completing staff background checks, writing of policies and procedures, and reporting of Critical Incidents.
- Develop policies and procedures for operations during the pandemic consistent with guidance from state and local officials.
- Recruit, hire, train, and evaluate PDO staff.
- Evaluate, develop, and implement marketing materials for PDO.
- Coordinate PDO staffing schedule to ensure that PDO is staffed in accordance with State licensing regulations.
- Directly supervise PDO staff. Call on substitute teachers when necessary.
- Maintain PDO staff compliance regarding prevention of child abuse and misconduct and other training requirements as required by State licensing regulations (CPR training, First Aid, etc.).
- Maintain/update program and staff records.
- Prepare annual budget and other routine/special reports as indicated.
- Assist Wellshire's financial office with the preparation of financial records.
- Apply for appropriate grant funds from public and private organizations.
- Closely monitor each classroom and stand in as a teacher when necessary.
- Promote parental and staff understanding of the growth and development of children.
- Respond to program inquiries and conduct tours of the facility/program for prospective parents.
- Participate in the development and assessment of annual goals and objectives for PDO.
- Participate in and facilitate all State licensing audits and visits, informing the Director of Operations prior to the visits and/or the results of the visits.

The PDO Director has additional responsibilities as follows:

- Greet parents and children when they arrive at PDO.
- Communicate with parents when they return to pick up children regarding any problems that occurred during the day.
- Conduct new employee orientation.
- Record and report PDO staff hours for payroll purposes.
- Purchase inventory supplies and equipment and ensure that these items are available as needed in PDO.
- Ensure PDO area and equipment are kept in good order and repair.
- Prepare calendar for each classroom and distribute to parents on monthly basis.
- Communicate with parents as to schedule changes (e.g. power outages, water main breaks, etc.)
- Conduct parent survey at the end of each session.
- Write/edit Employee Handbook and train employees on policies and procedures.
- Enroll children in PDO and determine appropriate placement.
- Plan special event days (e.g. Mother's Day, Holiday performance, Independence Day)
- Organize/lead regular PDO staff meetings.
- Plan monthly theme and associated age-appropriate activities for children in PDO.
- Research and implement new ideas to augment curriculum.
- Serve as liaison to church staff for PDO.
- Report to the Operations Director on a regular basis and to the Session as necessary.
- Attend Wellshire staff meetings as needed.

Minimum Requirements:

- College/Associates Degree
- Managerial experience (preferably in a multifaceted, church-related child care facility)
- Classroom experience with young children.
- Strong interpersonal skills.
- Marketing expertise (including use of social media).
- Strong computer skills and experience.

Physical Requirement:

Position requires ability to lift, hold, and carry up to 45 pounds for short distances. Some mobility is also required for duties such as monitoring PDO staff and children in more than one room and/or on a playground. Position also requires work at a computer keyboard (typing, processing) and screen, sometimes for extended periods of time.

Core competencies:

- Knowledge
 - Administration and management – knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
 - Child behavior and development – Knowledge of child development theory and associated behavioral norms.
 - Childcare practices – Knowledge of general norms and practices for care of infants and toddlers, including safety issues and practices.
 - Accreditation, licensing, and/or certification requirements and standards.

- Skills
 - Preparing budgets and managing financial resources.
 - Instructing – Educates teachers of new teaching methodologies.
 - Monitoring – Monitors performance of PDO staff. Monitors each classroom and gives constructive feedback to PDO staff.
 - Speaking – Communicates to parents and staff in appropriate manner.
 - Basic computer skills, including ability to market over the Internet and other social media resources.
 - Interpersonal Relationships – Develop constructive and cooperative working relationships with parents, other members of the church staff, other schools, and PDO employees.