



Childcare Center Director

About Creek Day School

Creek Day School is a nonprofit childcare center serving families in the Madison area. As a licensed facility for children ages two to six, Creek Day School provides an enriching learning environment during a critical stage in their development. Creek Day School maintains a City of Madison Accreditation and a Youngstar 5-star rating.

Creek's program is based on the philosophy that play is fundamental to the learning experience. With a wide variety of play experiences, including mixed age group and small group times, Creek programming fosters social, problem-solving and self-help skills while encouraging a positive self-concept. The large natural, outdoor play area is an important daily component of the program, that through play, provides benefits of time spent outside and instills an appreciation for the natural world.

Creek Day School has no religious affiliation, and religious concepts are not taught as families have differing beliefs. The Creek program celebrates a variety of holidays and cultures and encourages families to share the ways they celebrate special events throughout the year. An inclusive, informative, celebratory environment creates a fun and welcoming environment for students.

Position Summary

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.

This position reports to the Board of Directors.

Key Responsibilities

Program (40%)

- Implement strategic plan and goals in keeping with mission of program.
- Develop general educational curriculum; collaborate with staff to develop positive learning activities; manage adherence to state and local regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Classroom time (approximately 300 hours per year) as a lead teacher to help cover breaks, vacations, sick time.
- Follow USDA guidelines for the food program. Approve menus and food purchases.
- Building facility management including but not limited to inspections, permitting, code compliance, capital projects, maintenance and repairs to ensure a safe and enriching environment for children.

Administrative (60%)

- Establish quality vision for the center. Manage adherence to quality standards in accordance with the vision and with state and city requirements. Maintain quality effectiveness measurements.
- Ensure that the center's program and premises are maintained in compliance with the Wisconsin Department of Children and Families 251 Licensing Rules for group childcare centers.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- 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.
- Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources and purchasing.
- Manage and lead a team of staff members, including hiring, training, scheduling, supervision, evaluation and termination.
- 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.

Additional Knowledge, Skills and Experience Required

- Minimum of 1 year of supervisory experience is preferred.
- Minimum of 1 year of direct professional experience in an early childhood setting is preferred.
- The ability to be flexible and perform job duties in a fast-paced, constantly changing environment.
- Strong oral and written communications 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 certification.
- Wisconsin Registry Certificate requirements for a center of 50 or fewer students.
- Must clear full background check.
- Must pass health screening.
- Knowledge of partner agencies preferred (ex. CACFP, City of Madison Accreditation, Youngstar, Birth to 3, Childfind, Wisconsin Department of Children and Families).

Educational Requirements

Required: Wisconsin Registry Certificate preservice requirements met for a center of 50 or fewer students, with a willingness to finish Wisconsin Department of Children and Families requirements in the required timeframe.

Preferred: Associate Degree or higher in Early Childhood Education or related field with business courses embedded.

Physical Requirements

Ability to sit, stand, kneel and move between positions frequently. Must be able to confidently lift and carry up to 50 pounds. Ability to climb stairs.

Work Environment

The majority of the workday is inside; however nearly daily frequent outdoor work is involved. Working in temperatures as low as zero degrees outside and as high as 90 degrees, as per Wisconsin Department of Children and Families licensing rules, may happen on occasions.

Hours/Salary

This is a full-time, exempt salary position. The annual salary range for this position is \$52,000-\$58,240.

Benefits

Creek Day School is a small center that allows teachers the flexibility of small group care and the opportunity to take advantage of a large natural play space outdoors. Additionally, current staff are a welcoming team with years of experience to help support new team members. Creek also provides:

- No nights or weekends
- Scheduled planning time each week for lead teachers
- Paid time for continuing education required annually
- 9 paid holidays
- 10 days paid vacation time with additional days earned annually
- 8 days paid sick time
- Childcare tuition discount of 50%

To Apply: Please send resume to creekday@hotmail.com