



Child Center Director Job Description

Fairview Christian School and Child Center is a ministry of Fairview Church. The school is state approved and the Child Center is licensed by the Washington State Department of Social and Health Services. We are dedicated to meeting and exceeding State requirements while providing an enriching, non-discriminatory atmosphere for childcare and education.

POSITION

The Fairview Christian School and Child Center is looking for a Child Center Director to run our birth thru pre-kindergarten, before and after school programs and work with school children and families as needed as well as church families.

JOB QUALIFICATIONS

Experience

Must have:

- Minimum two (2) years of full time experience in managing center-based programs in an Assistant Director, Center Director or similar management role.
- Candidates should have all the credentials required for the position of a Center Director per WAC.
- A thorough knowledge of WA Licensing regulations (WACs) for child care centers and a great understanding of developmentally-appropriate practices.

Education

Must have:

- Must have at least an AA degree in child care, or related field.
- STARS Training
- CPR/Blood borne Pathogens
- TB Test (Negative)
- Background Check including fingerprinting



Skills

Must have:

- A heart for Christ and serving children and their families.
- Excellent interpersonal skills (both verbal and written) and the ability to relate to young children, teachers and parents in the school and child center.
- Strong organization, leadership and managerial skills

Physical

Must be generally in good physical condition able to:

- Lift up to 45 pounds
- Move light furniture/school items
- Perform daily repetitive bending and rapid/active movement associated with working with children

RESPONSIBILITIES

The Center Director leads and manages the entire center—from its child development programs (e.g. Infants, Toddlers, Pre-school, Pre-K, School Age, Evening/Weekend, Extracurricular classes and special events) to its operations (e.g. admissions, front desk, marketing, staffing, etc.) Specific responsibilities include, but are not limited to:

- Supervising and coordinating all child development and administrative staff.
- Overseeing Admissions/Enrollment & Recruiting Process (including community events, marketing, etc.)
- Managing Child Class Transitions and Waitlist
- Coordinate Special Events (e.g. Parent Tea, Christmas Program, Pre-K Celebration, etc.)
- Perform Orientations and tours
- Be knowledgeable of and adhere to state licensing regulations. Work with state and local agencies and comply with State Licensing Child Care Regulations including completing paperwork (i.e. health records, fire codes, etc.)
- Maintain a variety of records, including registrations, permission slips, accident reports, medical records, etc.
- Work with staff to execute planned curriculum that meets the mission of the center.
- Collaborate with teachers to plan instructional activities and lessons, which promote developmentally appropriate student learning.
- Oversee the planning and execution of the child evaluations in relation to their school progress, abilities, and needs.



- Keep Executive Team informed of all necessary information including: customer and staff complaints, incidents, resignations, and planned/unplanned time-off.
- Aid staff in planning parent/teacher conferences
- Oversee classroom maintenance

ATTRIBUTES

- Be outgoing, always smiling, and have excellent communication skills both written and verbal.
- Problem-solve and work well as part of a team – be solution-oriented!
- Provide excellent customer service.
- Have a big heart for children and families and for the ministry that takes place at Fairview Christian School and Child Center.
- Must be willing to approach each situation with an attitude of “how can I help.”
- Work with school and child center families.

OTHER DUTIES

- We are a small community with an all-hands-on-deck approach to getting things done.

HOURS

This is a salaried, 40+ hours per week position.

BENEFITS

- Good salary
- Great medical insurance
- Life insurance
- Two weeks paid time off
- Paid federal holidays
- Fabulous community
- Free child care

Fairview Christian School & Child Center offers care for children from infants and pre-school to school age. This program is a ministry to the families at Fairview and to our broader community. We want to be the hands and feet of Jesus in a hurting world. All of our classes provide a loving environment that fosters learning through fun, hands-on age appropriate experiences, to create a strong foundation for academic success in the future.