



Job Description

The Childcare Director oversees Peacock Family Services' unique childcare learning programs and activities for children from infancy through preschool. This person ensures high-quality operation of our programming, and compliance with all WA State Department of Children, Youth, and Families' licensing and Early Achievers requirements, while promoting healthy social and emotional development of children. As part of the Management Team, this person supervises and coaches the teaching staff and volunteers, and implements staff trainings that support Peacock's unique style of caregiving. Our Childcare Director embodies responsive caregiving, flexibility, and support for self-directed discovery, which are the foundations of Peacock Family Services' childcare philosophy.

Supervises

Kitchen Staff, and all Early Childhood Development Center Teachers

Collaborates with

The other members of the Management Team, which includes the Senior Program Director, Site Manager, Teaching Team Lead, Nature Nuts Program Director, and Executive Director.

Supervised by

Senior Program Director

Responsibilities

- Supervise the Center's early learning programs and activities; ensure safe operation and compliance with all state WAC licensing and Early Achievers requirements.
- Recruit, supervise, train, and coach staff and volunteers; perform periodic performance reviews; and guide each individual toward professional development, while ensuring accountability of staff.
- Foster a collaborative partnership with parents, children, and staff to support children's behavior and learning, and ensure that parents receive timely communication about their child's progress and daily interactions when appropriate.
- Prepare and communicate weekly staff schedules in accordance with DCYF requirements and Center philosophy.
- Work with the Site Manager to ensure the accuracy and thoroughness of the Center's records and communications, while striving to keep the Center at peak enrollment throughout the calendar year.
- Collaborate with the Teaching Team Lead to develop and enhance the skills of the teachers and resources of the learning environments.

- Serve as Assistant or Lead Teacher - assisting with daily activities and curriculum development, meal preparation, and naptime duties - when needed, but not as to interfere with management and supervisory responsibilities.
- Be present on the premises for the majority of the hours (5 days/week) that care is provided and designate a person to be in charge that meets the qualifications of a lead teacher when not present.
- Keep Senior Program Director informed of all operational successes and issues in a timely manner. Work collaboratively with Senior Program Director to create solutions to challenges, as well as continuous improvement of operations in compliance with the organization's finances, vision, mission, and values.
- Complete 10 clock hours or one college credit of continuing education yearly after the initial training. Five of the ten hours must be in program management and administration for the first two years. Each additional year, three of the ten hours required must be in program management and administration.
- As a member of the Management Team, support fundraising events, grant applications, and donor approaches as needed.
- Other duties as assigned.

This position might be for you if

- You have a current Childcare Associate Certificate (CDA) or degree in Early Childhood Educator or Child Development,
- You have at least two years' experience working with children the same age level as the center serves,
- You are a team player with a positive outlook, and believe in the importance of early childhood education,
- You have excellent oral and written communication skills,
- You are able to manage multiple systems and practices at once to ensure that the educators' and parents' goals are met while focusing on the organizational vision,
- You are detail-oriented, comfortable with technology, and proficient in the use of Microsoft Office Suite and Google Drive, plus
- You are willing to roll your sleeves up and be part of the work on a daily basis.

Please submit your resume and cover letter via email to Kathy Haskin, ED at kathy@peacockfamilyservices.org. Position is open until filled. This is a salaried position (DOE) with benefits.

Peacock Family Services is an equal opportunity employer and does not discriminate against staff or job applicants on the basis of race, religion, color, sex, age, national origin, mental or physical ability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws, except where a genuine occupational qualification applies.