

Child Care Director – Jackson, Mississippi

Job Title: Child Care Director
Category: Early Childhood Education Management
Location: Jackson, Mississippi
Job Type: Full Time

Job Description:

This position will be responsible for the day to day management and operation of the child care facility. It is responsible for maintaining complete, accurate and updated records relative to the state licensing agency, health department, the facility and its clients. It is also responsible for complete and timely communications with all stakeholders. Following is a brief list of job accountabilities:

- Supervise the development and execution of the business processes, systems and policies/procedures. This includes the day-to-day management of the child care facility, all processes and personnel.
- Assist in recruiting, developing, training, coaching and retaining a high qualified, highly skilled staff to meet customer requirements and business requirements.
- Provide and inform stakeholders of changes, requirements and necessary actions.
- Perform sales, system and administrative activities to assure the flawless execution of managing the business needs.
- Serve as the primary contact for all customer and service inquiries and issues as it relates to day to day business needs of educating and caring for children.

Job Requirements:

- Must be 21 years of age
- Bachelors Degree in early childhood education, child development, elementary education, child care, special education, psychology (with emphasis on child psychology), or family and consumer sciences (with emphasis on child development), or equivalent degree from another child-related field or course of study **OR**
- Two-Year Associates Degree in Child Development Technology from accredited community or Junior College, including a minimum of 480 hours of practical training, supervised by college instructors, in a college operated child care learning laboratory. **OR**
- Two-Year Associates Degree in Child Development Technology or Child Care from accredited community or Junior College and two years paid experience in a licensed child care facility. **OR**
- Caregiver in a licensed child care facility with two years paid experience and either (1) a current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition (CECPR), or (2) a Mississippi Department of Human Services (MDHS) Office for Children and Youth (OCY) Director's Child Care Credential, or (3) 24 semester hours credit with a grade of "C" or better from an accredited college or university in courses specific to early childhood. **OR**
- Individual Verified Certification from the licensing agency to be the director of a licensed child care facility prior to Jan. 1, 2000 in the State of Mississippi.

Education: Certification
Career Level: Management (Director/Manager of Staff)

Please submit resume via email address: mfarmer@stbri.net for review and consideration.