# Director of Wee Care Child Care Center
# Fellowship Baptist Church

## Job Description:

This is a full-time position responsible for the day-to-day management and operation of the Wee Care Child Care Center of Fellowship Baptist Church. The Director of Wee Care shall perform their duties in accordance with the doctrine of scripture and the Baptist Faith and Message 2000. The individual in this position must be or become a member of Fellowship Baptist Church as specified in the Church By-Laws. The individual in this position must have a Florida Director Credential. The individual in this position must have a Bachelor's Degree preferably in the study of Early Childhood Education, Elementary Education, or Child Development and 3 years' experience working with/teaching preschool age children. In the absence of a degree, 7 years' experience working with/teaching preschool age children is acceptable. The individual must also have active Florida Child Care Director's Credentials.

## Reports To:

The Director of Wee Care reports to the Senior Pastor of Fellowship Baptist Church. This position also works under the guidance of the Wee Care Committee of Fellowship Baptist Church.

## Responsibilities:

The duties and responsibilities of the Director of Wee Care include but are not limited to the following:

- Maintain certification and licensure of the Wee Care Child Care Center through appropriate applications and inspections. This responsibility includes the following activities:
    - Make annual application for and receive Day Care license from appropriate licensing agency.
    - Maintain state standards in program, staff and facility.
    - Meet with fire and sanitation officials as they make their annual inspections.
        a. Comply with recommendations made at such inspections, and prepare written notification of compliance to proper authorities. .
        b. Conduct monthly building inspections as required by the Fire Inspector.
        c. Ensure that regular emergency fire drills are held by each class and the entire Day Care Center.
    - The Wee Care Director must possess and maintain Director Credentials issued by the State of Florida Department of Children and Family Services.

- Supervise the day to day-to-day operations of the Wee Care programs and activities. This includes but is not limited to the following responsibilities:

- Encourage and implement curriculum development to include learning activities that will introduce the child to the love of God.
- Implement curricula commensurate with level of other day care centers and beginning kindergarten.
- Organize special activities, including parties and holiday/special programs, throughout the year.
- Prepare proper written acknowledgments and/or "Thank You" notes for donations, volunteers, etc.
- Implement and follow the guidelines issued by the State of Florida VPK Program.
- Keep parents informed of day care center policies, procedures and activities through newsletters and posted notifications at the day care center.
- Attend all church staff meetings in order to inform church staff of day care program activities and concerns.
- Act as liaison between staff and the Wee Care Committee.
- Work with the Wee Care Committee in formulating policies for Wee Care.
- Supervise the provision of snacks during Wee Care hours of operation, giving proper notice to special dietary needs.

- Develop, maintain and manage the Wee Care budget. This includes but is not limited to the following responsibilities:
  - Prepare an annual budget in consultation with the Wee Care Committee.
  - Maintain an inventory of equipment and supplies, including at least a semi-annual fiscal inventory.
  - Purchase all necessary supplies and food items, bringing before the Wee Care Committee any requests for large expenditures.
  - Administer the Day Care Center within the limits of the budget.
  - All financial business will be made in accordance with the Wee Care Policies and Procedures Guidelines.

- Provide direct supervision and management of the Wee Care staff. This includes but is not limited to the following responsibilities:
  - Hire, discipline and terminate personnel as necessary, under the guidance of the Wee Care Committee.
  - Provide hands on training for each new teacher, to include expected curricula, Wee Care policies and procedures, and conduct requirements.
  - Maintain personnel files, including any DCFS and VPK requirements.
  - Maintain staff ratio, assigning staff and students to classes.
    a. Maintain one CDA staff member in accordance with required staff to student ratio.
    b. Arrange for substitute staff as needed.

- Meet with staff to oversee curriculum planning, staff performance, problems, and/or commendations.
- Organize appropriate in-service training or other extra-curricular activities for staff.

- Perform activities that promote and increase the registration of students attending Wee Care. This includes but is not limited to the following responsibilities:
  - Promote the day care program and maintain continuing public relations with the community. Advertise for enrollment when necessary.
  - Meet with parents of prospective students, and register students throughout the year.
  - Make available at registration all the necessary student forms, and procedures manuals being sure all necessary forms are completed and on file for each student.
  - Write and mail fall registration letter to all parents by August 1st each year, including the school calendar for the year and other necessary information.

- Perform other related responsibilities that include but are not limited to the following:
  - Work with parents and classroom teachers on any special needs of individual children. Refer parents to specialists as deemed necessary.
  - Maintain network with other child care professionals.
  - Remain alert to signs of child abuse or neglect, reporting suspected cases as prescribed by state-mandated policies.
  - Work closely with the Fellowship Baptist Church's Minister to Children to coordinate joint activities between the church and Wee Care. An example of where this coordination is necessary includes:
    a. Vacation Bible School
    b. Facilitating the work of the Sunday School children's classes that use the Wee Care classrooms for Sunday School
  - Perform other duties as defined by the Senior Pastor of Fellowship Baptist Church or the church's Wee Care Committee.