

JOB DESCRIPTION: NPCC DIRECTOR

Position: Noroton Presbyterian Child Care (NPCC) Director

Reports to: Noroton Presbyterian Church (NPC) Executive Director

Supervises: NPCC Assistant Director / Office Manager and NPCC full-time Teaching staff of 14

Ministry Overview: NPCC provides high-quality early childhood care and education to children aged three months to five years. We are open year-round, Monday through Friday, from 8:00 am to 5:30 pm. We are committed to building a culture where curiosity, creativity and community are fostered and where children learn and grow knowing they are welcomed, valued and treasured as members of our NPCC and NPC family. The NPCC Director oversees the provision of high-quality care and education as well as a safe and healthy environment for the children of NPCC; maintains overall responsibility for the administration of NPCC, including program development, personnel, finances, and regulatory compliance.

Responsibilities:

1. **Child Care & Education:** Develops and oversees the program pedagogy and curriculum consistent with best practices in early childhood education (e.g., Teaching Strategies Creative Curriculum) and Christian education.
2. **Staff Supervision:** Recruit, interview, hire, and train new staff as needed; Establish staff performance goals and objectives - evaluate annually; Monitor classrooms - offer constructive feedback to individuals and cohorts regularly; Oversee professional development requirements, including training related to curriculum, policies, and procedures, as well as health and safety; Assist staff in the implementation of learning plans; Ensure an inclusive and positive work environment that engages and retains staff, as well as honors and respects children.
3. **Family Partnerships:** Keep parents fully informed regarding policies and procedures, calendar etc., by using multiple communication tools, including Brightwheel and Social Media platforms, in a timely and thoughtful manner; Respond to inquiries from prospective parents; Manage the waitlist; Oversee enrollment, including applications, health records, emergency form, etc.; Proactively build trust and rapport with families, consulting with them and problem solving regarding children's behaviors, development, and education; providing helpful resources - direct parents to additional resources as necessary.
4. **Professional Partnerships:** Partner with mandated consultants, including nurse, social services, and education consultants; Partner with support consultants, including the Early Childhood Consultation Partnership (ECCP) and Early Learning Program (ELP).
5. **Licensing Compliance:** Ensure compliance with all licensing requirements; Coordinate staff training requirements for Orientation, CPR/First Aid, Administration of Medications, Epi-Pen, Care4Kids Health and Safety, Sexual Harassment Prevention, and Mandated Reporting, Review and revise as necessary handbooks for staff and parents on an annual basis; Organize and maintain records such as attendance, incident reports, learning plans, health records, etc.
6. **Operational and Financial:** Within annual budget constraints, oversee all financial requirements of the NPCC Ministry; Set child care prices annually; Report staff hours for payroll twice monthly; Evaluate and purchase operational supplies and classroom materials; Oversee accounts payable and receivable; Ensure the classrooms and playgrounds are clean, safe, properly maintained, and inviting.
7. **Professional Development:** Engage in ongoing personal professional development, keeping abreast of research and developments in early childhood education.
8. **NPC Staff:** Participates as a full member of NPC staff by attending staff meetings, Session, NPCC Ministry committee meetings, retreats, and staff training sessions.
9. **Other Responsibilities:** As assigned by supervisor and NPCC Ministry committee.

The above description is intended to relay the general nature of work performed, not an exhaustive list of all essential functions and responsibilities.

Desired Qualifications:

- **Spiritual Commitment:** A maturing disciple of Jesus, embodying growth in faith, character, and service
- **Education:** BA or MA degree, preferably in early childhood education or a related field, Director's certification in ECE Administration

- **Work Experience:** Proven leadership in supervision and administration, state-regulated ECE policies and procedures, and curriculum development and implementation.
- **Education Experience:** Knowledge of child development with a proven ability to utilize that in caring and educating infants, toddlers, and preschoolers
- **Communication Skills:** Demonstrates strong written and verbal communication skills
- **Relational Skills:** Ability to form warm and compassionate relationships with parents, staff and children while maintaining confidentiality as necessary
- **Technology Skills:** Ability to utilize Microsoft Office suite of products; experience with Brightwheel, Collage, and Teaching Strategies are a plus
- **Financial Skills:** Understanding of financial operations; Ability to plan and manage budget, set, and meet goals pertaining to the fiscal health of the organization