



Supervisor Job Duties

When you join our team as a Center Director you will:

This position plays a key role within the childcare program experience and able to maintain compliance with ODJFS state child care licensing, Child and Adult Care Food Program (CACFP), Step Up to Quality (SUTQ) requirements, answering calls, data entry Bright Wheel/parent communication, (TAPS), respond to CRM inquiries made in-person, by phone, by mail or email, staff training, maintenance of accurate children's and staff files and operating office equipment.

Job Duties

- Oversees all aspects of staff management within the shift
- Provides comprehensive hands-on training to new employees during their orientation period
- Remains updated on current licensing requirements and adjust duties and processes as regulations change
- Assigns shift duties and children to staff daily
- Monitors and answers phones and the door
- Processes appropriate documentation on attendance, vacation, incident reports, disclosures, etc in a timely manner
- Completes all forms and documentation required for children in a timely manner
- Strives to be culturally competent and supportive of diversity in both service to clients and through professional interactions
- Provides support to childcare staff regarding meal preparation, medication administration, transportation coordination, and implementation of the weekly curriculum for the children

Qualifications for Childcare Provider positions:

- 18 years of age or older
- High school diploma or GED equivalent required
- Associate Degree and related experience preferred
- 2+ years of direct paid childcare experience required
- Supervisor experience preferred
- Excellent verbal and written communication skills
- Valid State of Ohio driver's license
- CPR/First Aid certifications a plus

Benefits:

- Pre-paid employment screenings and on-boarding
- CDA Renewal
- Prescription Drug
- Paid Time Off
- Paid Vacation
- Paid Holidays
- Discounted Child Care

Supplemental Pay:

- Accreditation Bonus

Working Environment & Physical Demands:

- Ability to sit, stand, walk, reach, stoop, kneel and bend for long periods of time
- Ability to lift and/or move up to 50 pounds
- Able to walk up and down steps several times each day
- Able to physically respond quickly in an emergency

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The ability to function successfully within environmental conditions inherent to the childcare field. May include, but not limited to: high noise levels, exposure to bodily fluids and exposure to contagious illnesses.

In-person and Video interviews will be scheduled immediately and continue until the completion of the search process.

Salary: \$30,000- \$36,000 Yearly

Job Type: Full-time

Benefits:

- Employee discount
- Health insurance
- Life insurance
- Paid time off

Schedule:

- Day shift
- Monday to Friday

Supplemental pay types:

- Signing bonus

Education:

- High school or equivalent (Preferred)

Experience:

- Childcare Supervisor 1 year (Preferred)

License/Certification:

- Child Development Associate Certification (Preferred)

Work Location: One location