Summary
The Director of the Child Development Center (the “CDC”), under the leadership of the Pastor and parish Business Manager, fosters the spiritual, academic and social growth of its students (two- to four-year-olds) in keeping with the mission of St. Philip Neri Church and the Catholic Church.

Responsibilities
The Director, who is responsible for daily operations at the CDC, has a wide variety of responsibilities including administrative, supervisory and instructional duties.

Administrative
- Collaborate with the Pastor and Business Manager
- Establish, review and maintain policies on admission, attendance, fees, etc., and update the CDC Handbook as necessary
- Register students
- Maintain records, including registrations, attendance, accident reports, medical records, etc.
- Obtain signed release statements that grant the CDC permission to release student records
- Be knowledgeable of diocesan and state guidelines
- Act as a role model for staff, parents and students
- Participate in parish and CDC activities
- Participate in professional development workshops, classes, and organizations
- Attend parish staff meetings

Supervision & Personnel
- Recruit, hire, supervise and schedule teachers and contract employees
- Establish and maintain job descriptions
- Conduct evaluations of teachers
- Maintain personnel files for teachers
- Provide professional development for teachers
- Conduct regular CDC staff meetings
- Ensure adherence to policies regarding disciplinary procedures

Curriculum & Instruction
- Oversee implementation, formal evaluation and revision of the curriculum as necessary in accordance with the directives of the diocese and parish
- Ensure the incorporation of Catholicism into daily curriculum and practices

Financial
- Work with Business Manager to establish annual budgets
- Work within budgetary restraints
- Forecast enrollment
- Monitor collection of CDC tuition and other fees
- Submit weekly hours for non-exempt staff

Facilities & Safety
- Provide a clean and safe environment for students
- Adhere to emergency procedures and facilitate practice emergency drills on a periodic basis
- Notify Business Manager when major equipment repairs are needed
- Coordinates CPR, automated external defibrillator and active shooter training
- Work collaboratively with parish staff on all facility scheduling for Parish Center
**Marketing & Development**

- Promote the positive image of the CDC, publicize programs within the parish and facilitate public relations with the community
- Provide newsletter and timely notices to parents via e-mails, text messages and phone calls
- Communicate CDC activities to parish via the parish bulletin
- Create and distribute a welcome packet to visitors
- Ensure the website is accurately maintained with current information

**Qualifications**

- Practicing Catholic
- Bachelor’s degree or an associate degree in child development or early childhood development preferred; in lieu of degree, 5+ years of experience as child care teacher/assistant will be accepted as an equivalent credential
- Verifiable experience as a child care provider in a licensed/approved child development center

**Time Commitment**

- Full-Time, Exempt Position
- CDC Hours: Monday – Friday, 8:30 a.m. – 12:30 p.m.

**Compensation**

- Based on Education and Experience

**Key Competencies & Requirements**

- Must be proactive in support of the CDC’s purposes, goals, policies, and programs, with a strong practicing commitment to the mission of St. Philip Neri Church, Diocese of Charleston, and the Catholic Church
- Understand, accept in writing, and adhere to the policies set forth in the St. Philip Neri Employee Manual, the *Diocesan Employee Manual*, the *Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles*, and such other documents required by the Diocese of Charleston
- At all times, act with integrity, maintain confidentiality of CDC business and possess a clear understanding of acceptable business practices
- Excellent oral communication, interpersonal, and management skills
- Employ courteous, respectful and diplomatic behavior that ensures effective interactions with all staff members, volunteers, parishioners and visitors to the CDC Office
- Ability to work productively without daily supervision, and exercise discretion and independent judgment
- Must be detailed oriented and possess strong organizational skills, and the ability to handle multiple responsibilities within a dynamic office setting
- Strong written communication skills, along with competency in MS Office and its applications
- Satisfactory completion of Safe Environment Training

**Physical Requirements**

- Ability to sit for long periods of time
- Ability to lift a maximum of 20 pounds

**Note:** The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They should not be construed as an exhaustive list of all required responsibilities, duties and skills. Personnel may be required to perform duties outside of their normal responsibilities as needed and directed by the Pastor and/or Business Manager.