



## Tiny Town Interim Director Job description

Reports to: Waypoint Children's Director  
Hours: 40+ /week  
Start date: Negotiable  
Benefits: Applicable

### Position summary:

The Tiny Town Director will oversee day to day operations of the daycare; including staff, food, finances, enrollment, environment, schedules, curriculum and more. They will also see that Tiny Town follows the state unlicensed registered ministry guidelines at all times.

### Responsibilities & Duties

- Supervises all employees of Tiny Town Childcare Ministry.
- Hires and trains new staff members.
- Provides and continuously evaluates a developmentally appropriate curriculum with input from the Lead teachers.
- Assists Lead Teachers with evaluating their classroom environment and keeping it developmentally appropriate and reflecting children's learning and growth.
- Maintains a healthy, safe and clean facility for employees and children.
- Performs ongoing evaluations of staff and generates a report at least once a year for each employee to be discussed at annual review.
- Assists staff in communicating with parents.
- Assists Lead Teachers in organizing parent/guardian conferences twice a year.
- Maintains ongoing, open communication with parents/guardians to ensure that each family receives an opportunity to build strong relationships and experiences clear communication with teaching staff.
- Maintains up to date files on all children and employees plus other records as needed.
- Completes and reports any symptoms of child abuse to Child Protection Services.
- Reviews incident reports as necessary and communicates with parent/guardians as needed.
- Provides and attends training and professional development annually for all staff.
- Assists staff in resolving conflicts between children.
- Establishes a budget and set fees for programs with the assistance of the Waypoint Children's Director.
- Any employee of Tiny Town Childcare Ministry may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Reads through and agrees to follow guidelines in the employee handbook.



## **Skills & Abilities**

- Excellent communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and staff to protect their well-being.
- Ability to manage confidential information.
- Ability to establish and manage a budget.
- Ability to speak openly and honestly with parent/guardians and staff about their roles and expectations of them.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Ability to walk, squat/kneel, sit on floor, and interact with children to ensure children's health and safety.

## **Education**

- High school diploma or GED
- Associates or Bachelor's degree in education or areas related to or CDA credential
- Early Child Development knowledge and experience strongly desired

If interested in this position, please submit resume to Waypoint's Children's Director at [danielle@waypointcommunity.com](mailto:danielle@waypointcommunity.com).