

The following is a list of activities and job functions for which the Executive Director has primary responsibility.

Primary Responsibilities:

- Responsible for the overall operation of the Center in accordance with the licensing standards and regulations set forth by the FSSA, OFC, and State Board of Health
- Recruit and maintain an adequate staff including administrative assistant, teachers, and cook in order to carry out the educational and childcare programs.
- Hire, evaluate, and dismiss when necessary, in accordance with the employee handbook
- Oversee the food program; maintain a nutritious program as set forth by the s=State of Indiana
- Supervise and maintain all pertinent records relating to the operation and administration of the Center
- Financial management
- Ability to write grants to secure funding for the Center’s needs
- Assures family’s account balances are kept current
- Recruits and manages volunteers
- Assures all services offered through the Center meet or exceed internal CPLC and external (FSSA and PATHS)
- Respond effectively to crisis situations
- Oversee children’s files to be sure they are complete including:
 - Enrollment form
 - Health record
 - Immunizations
 - Emergency information and card in portable file
 - All file records useful in understanding the child by State regulations
- Oversee staff files to be sure they are complete including:
 - Application
 - Health record
 - Emergency information
 - Required trainings
 - Drug and TB tests
 - All file records required by State guidelines and Center policies
- Responsible for dismissal of a child for a just cause
- Work cooperatively with all staff members, providing appropriate avenues for the airing of staff concerns
- Work cooperatively with the State FSSA, State Board of Health , local OFC, and other agencies including; United Fund and Community Foundation
- Organize transportation of Center children to and from North Decatur Elementary and Greensburg Community Schools
- Provide a monthly detailed report to the Center’s Board of Directors by providing a detailed monthly report of the Center
- Oversee and review all curriculum utilized in classrooms
- Help maintain staff-child ratios

The following is a list of qualifications required for the position of Executive Director.

Qualifications:

- Bachelor Degree
- Associate Degree or 15 credit hours in Early Childhood Education
- Excellent communication skills
- Knowledgeable of Child Care Regulations for a large center in the State of Indiana
- Pass criminal history check