

Center Director

The Center Director role performs a variety of duties within field operations. This role reports directly to the Regional Director and supports many aspects of the field operations team. Our ideal candidate must have strong oral and written communication skills, be a team player and dedicated to supporting our mission and branding of providing a global education for children of all ages. This candidate will be experienced in running a successful center, staff engagement and state/local licensing guidelines.

Job Description

- Recruiting, hiring, and retaining high-quality teachers and staff that are motivated to provide our top-notch learning environment for children.
- Ensuring our global education curriculum, branding and age-appropriate learning are being utilized. Adhere to teaching standards and safety regulations as established by the state and corporate office.
- Creating marketing plans to share our unique program throughout the community and to prospective parents through special events, tours, and enrollment.
- Meet with parents, staff, and leadership to communicate student goals and provide superior customer service.
- Remain in constant communication with parents and update them on the progress of their children and activities of the company and center.
- Daily administrative duties that include accounting, budgeting, and others as assigned. Maximizing enrollment while maintaining required ratio.
- Generating reports for licensing, operations and marketing according to company guidelines. This requires the training and daily usage of various software systems.
- Responsible for meeting all licensing, training and safety requirements.
- Effectively acts as escalation point for customer complaints and employee issues for all centers under your responsibility
- Successful management of the P and L of all delegated centers

Requirements

- Bachelor's degree in early childhood education or related field preferred, or other related credential
- Three to five years of proven management work experience in a licensed childcare facility
- Candidate must also pass all background checks and meet state requirements
- CPR and First Aid Certified
- Proficient in Microsoft Office and / or G Suite
- Experience working with financial and administrative processes and systems
- Excellent knowledge of early childhood child development and be
- Patience, flexibility and love for children
- Ability to lift at least 25 lbs, bend, kneel, etc.

