

POSITION DESCRIPTION

- I. **JOB TITLE:** Child Care Center (CCC) Director
- DEPARTMENT:** St. Aloysius Catholic Church, Baton Rouge, Louisiana
- REPORTS TO:** Pastor
- SUPERVISES:** Child Care Center (CCC) Staff
- SALARY GRADE:** Full-time
- FSLA STATUS:** Exempt

II. GENERAL SUMMARY:

The Director of the St. Aloysius Catholic Church Child Care Center (CCC) is a full-time position employed by the Pastor of St. Aloysius Catholic Church to oversee the operation of its Child Care Center and Sunday Nursery ministries, in accord with all Church and Diocese of Baton Rouge policies and civil government regulations and standards, as ministries of St. Aloysius Catholic Church serving the needs of its families.

St. Aloysius Catholic Church Vision and Mission: St. Aloysius Parish is a vibrant community of peace, love and unity as the living body of Christ. St. Aloysius Parish embraces and nurtures all, inspiring each to act justly, love tenderly, and walk humbly in the love of God.

III. MINIMUM QUALIFICATIONS:

- A. Must meet the qualifications and training standards/certifications of Director, stipulated by the State of Louisiana licensing authority. Three or more years of experience in an early childhood education and child care center environment. Competent in MS Office Suite ® programs. Valid state issued ID. An active, practicing Catholic preferred.
- B. Ability to work well with others, i.e. superiors, staff, children, and parents, and to foster a team environment. Strong interpersonal communication and organizational skills, with an ability to multi-task. Possess a deep love for children and a strong commitment to building positive relationships with families and the community. Trustworthy, dependable, exercises good judgment and discretion in matters of privacy and confidentiality pertaining to all staff, children, and parents, and information to which the Director becomes privy only because of his/her position, and consistent with the vision & mission statements of St. Aloysius Church in particular, and of Catholic Church teaching and practice in general.
- C. Must be physically able to supervise and observe staff and children, indoors and outdoors, year-round, with considerable unassisted walking stooping, twisting at the waist, lifting banker boxes filled with paper files, classroom, office, and kitchen supplies, and small office equipment.

IV. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

1. Essential Job Duty: Staff/Human Resources/Contracted Services

Weight: 19.8 %

Standards:

- Recruit, hire, train, supervise, evaluate, discipline, and fire staff for all child care center staff other than director positions, in strict accordance with policies and procedures of the St. Aloysius Lay Employee Handbook
- orient new staff to the Center policies and procedures
- Onboard and ensure a smooth transition of new staff into the Center; evaluate and direct personnel effectiveness;
- write/update staff job descriptions, policies and handbook, insuring consistency in all '*non-CCC staff-specific*' areas with the current St. Aloysius Catholic Church Lay Employees Manual/Handbook, including standards of conduct, dress, and appearance;
- assign substitute staff; provide opportunities for required training for staff;
- make daily decisions about staffing needs of the Center; communicate with staff; plan and organize staff meetings;
- conference with staff as needed; provide resources to staff to assist with problems or issues;
- process staff forms and information at hiring; send payroll information to bookkeeper;
- authorize payroll.
- Keep staff current with Child Protection policies of St. Aloysius Church and the Diocese of Baton Rouge;
- process staff applications with St. Aloysius Church Child Protection Site Coordinator
- Arrange for required contracted services; and recommends selected contracts and provides them in advance to Pastor for his signature as "Secretary/Treasurer" of the St. Aloysius Catholic Church Corporation, which owns the Child Care Center.

2. Essential Job Duty: Child/Parent/Family Services

Weight: 19.8 %

Standards:

- Consult with the Pastor for approval of Admissions policies –
- Conduct waiting list/enrollment and disenrollment procedures for children/families in the Center;
- communicate daily with parents or as needed: communicate with parents via conferences or phone concerning the progress of children enrolled at the Center
- communicate with families about Center policies, communicate with families about Center functions, and issues via newsletter and/or other written communication and/or email and/or on the web page
- write parent handbook; organize and meet with the Child Care Parent Advisory Council;
- help with Center fund raisers;
- facilitate positive relationship between staff and parents;
- conference/counsel with parents concerning child or family issues; help parents with resources to help resolve child or family issues and concerns;
- make families aware of Church Parish activities; make Church Parish aware of Center activities.
- Keep volunteers working in the Child Care Center current with Child Protection policies of St. Aloysius Church and the Diocese of Baton Rouge.

Child Care Center (CCC) Director Position Description

- Ensure that the Church Communications Secretary receives all timely information with which to keep current the St. Aloysius Child Care Center Website and Social Media postings.

3: Essential Job Duty: CCC Program Development

Weight: 19.8 %

Standards:

- Make classroom visitations/observations;
- help with curriculum design; provide resources for staff in the classroom and other areas of the Center;
- maintain or arrange for the maintenance of the physical facility;
- keep the Center in compliance with requirements/laws/regulations from the health department, fire department, and state licensing agency;
- insure the annual license renewal with the state; work with the Church parish on security and emergency preparedness issues.
- in charge of overall religious education of the Center surrounding Catholic teachings

4: Essential Job Duty: Budget and Fiscal Management

Weight: 19.8 %

Standards:

Consult with the Pastor and/or Business Manager of St. Aloysius Church for:

- approval of Personnel policies, Center financial policies, & tuition rates;
- providing and monitoring monthly CCC finance reports;
- discussing families in need of financial assistance before giving financial assistance to Center families;
- use of Church Social Responsibility funds;
- preparing and maintaining the Center budget;
- keeping the Child Care Center operating in the black.
- Collect and record payment of monthly tuition and fees
- send late notices for overdue tuition
- communicate with the bookkeeper on matters of budget and finance
- send all payments and invoices to the bookkeeper
- supervise the purchase of groceries, equipment, and supplies for the Center
- Attend monthly meeting (on a designated weeknight) of the St. Aloysius Church Finance Council
- recommends all contracts and provides them in advance to Pastor for his signature as "Secretary/Treasurer" of the St. Aloysius Catholic Church Corporation, which owns the Child Care Center.

5: Essential Job Duty: Miscellaneous

Weight: 19.8 %

Standards:

- Attend monthly St. Aloysius Church 'full staff' meetings (*on designated weekday morning*) with Pastor as scheduled;
- Attend monthly St. Aloysius Church Administration Commission Ministries 'support staff' meeting with Church Business Manager;
- participates in Church 'full staff' team-building or spiritual retreat days annually as scheduled and directed by Pastor;

Child Care Center (CCC) Director Position Description

- assists families find child care in Baton Rouge if space is not available at the Center
- meet with the Director's network
- organize child care services on limited basis for parish functions
- attend conferences, training and other activities for personal professional development
- keep all necessary records for the Center
- develop and publish the yearly and monthly Center calendar
- provide for coverage to handle the Center office telephone messages
- provide a welcome environment to new families and visitors to the Center and Church parish
- Work with the CCC Parent Advisory Council to encourage parental support and involvement in the Center.
- Resolve minor maintenance issues at the Center and collaborate with the Facilities Manager of St. Aloysius Catholic Church on major repairs/maintenance issues.

6: Essential Job Duty: Sunday Nursery

Weight: 1 %

Standards:

- In collaboration with Children Formation Director of St. Aloysius Catholic Church, assists with arrangements for supervision from CCC staff for year-round Nursery in the Child Care Center facilities and toddler care at Children's Church Ministry (seasonal) during 9:00 A.M. and 11:00 A.M. Sunday Masses