



Job Title: Child Care Director

Location: Centers For Thriving Children at Brookridge

Reports To: Director of Expanded Learning

FLSA Status: Exempt

Work Schedule: Full-time, with occasional evening and weekend hours as needed

Position Summary:

The Child Care Director is responsible for the overall leadership, management, and daily operations of the Centers of Thriving Children at Brookridge. This position ensures that high-quality care and educational experiences are provided to children, while complying with all applicable state and federal laws, licensing requirements, and organizational policies. The Director sets the tone for a positive and professional environment for staff, children, and families.

Essential Duties and Responsibilities:

- Set short-term and long-term goals for teaching and administrative staff in alignment with program objectives.
- Oversee the hiring process, including conducting interviews and reviewing qualifications for teaching, administrative, and support staff roles.
- Manage staff scheduling to ensure appropriate classroom ratios and efficient coverage.
- Supervise and provide regular performance feedback to all staff members.
- Ensure compliance with NC Division of Child Development and Early Education (DCDEE) regulations and applicable federal standards.
- Maintain accurate, confidential records of employees, children, attendance, incidents, and facility activities.
- Organize monthly calendars for field trips, special events, and holiday programs.
- Purchase and maintain inventory of educational materials, toys, books, food, cleaning and first aid supplies.
- Conduct regular staff meetings and facilitate professional development opportunities.
- Foster strong relationships with families by holding conferences, sharing progress updates, and addressing concerns or behavioral issues collaboratively.
- Lead classroom engagement and step in to support teaching staff when needed.
- Promote a safe, inclusive, and stimulating learning environment.
- Represent the center professionally to parents, licensing agencies, and community partners.
- Uphold high ethical standards and model positive behavior and communication.

Required Knowledge, Skills, and Abilities:

- Strong leadership, interpersonal, and conflict resolution skills.
- Knowledge of current best practices in early childhood education, behavioral management, and child development.
- Familiarity with NC Pre-K or equivalent early childhood frameworks.
- Excellent written and verbal communication skills.
- Ability to manage time effectively and multitask in a fast-paced environment.
- Ability to remain calm and decisive in emergency or crisis situations.



- Strong customer service skills and a passion for working with children and families.
- Proficiency with Microsoft Office or similar administrative software.

Education and Experience Requirements:

- Associate's or Bachelor's degree in Early Childhood Education, Child Development, or a related field (**as required by NC DCDEE – Rule 10A NCAC 09 .0704**)
- Current certifications in **CPR and First Aid** (including Infant/Child CPR)
- A minimum of **5 years' experience** in early childhood education, with at least **2 years in a leadership or supervisory role**
- Must be **fully licensed** by applicable state and local regulatory bodies
- Completion of the **NC Child Care Administration Credentials (Level I or higher)** preferred
- Must successfully pass a **NC criminal background check**, fingerprinting, and child abuse registry check

Work Environment and Physical Demands:

- Time is spent both in an office setting and actively supervising classrooms
- Must be able to take on classroom duties and support daily programming
- Must be able to lift up to **30 pounds**, kneel, stand, walk, and bend for extended periods
- Occasional evening and weekend work is required for family events or operational needs

Compliance and Regulatory Note (NC & Federal):

This job description aligns with the **North Carolina Child Care Rules (10A NCAC 09)**, including supervision ratios, staff qualification requirements, criminal background checks, and director credentialing standards. It also follows applicable **federal labor guidelines** under the Fair Labor Standards Act (FLSA), and **Americans with Disabilities Act (ADA)** considerations regarding physical job functions and work environment.