

POSITION: Daycare Principal

REPORTS TO: Cathie Reel

FLSA STATUS: Hourly, Non-Exempt

HOURS: 40 hours per week

DEPARTMENT: Child Development Center

LOCATION: Holy Cross Catholic Church

Qualifications

- Strong Organizational Skills
- Excellent written and oral communication skills
- Computer/technology skills including MS Office and ProCare (a bonus but not required)
- Ability to drive a 15-passenger bus
- Level I Administrator (Required); Level II (Preferred)

Responsibilities

- Monitor and maintain a quality learning environment.
- Recruit, hire, train and supervise the teaching staff according to the procedures provided by the Director.
- Perform administrative duties including overseeing enrollment, maintaining staff and children's files. Perform any additional duties as delegated by the Director.
- Prepare, revise, and maintain up to date records including the staff training worksheets required by the Division.
- Provide excellent communications to the parents as outlined in the Director's Parent Communication Plan.
- Manage and coordinate curricula with staff that complies with state and federal requirements.
- Oversee daily scheduling; arrange substitute teachers; Cover staff absences as necessary to maintain state ratio requirements.
- Drive the bus when a bus driver is not available.
- Establish open communication with parents; Meet with parents as needed to address concerns parents may have regarding their child(ren).
- Manage and coordinate curricula with staff that complies with state and federal requirements.
- Establish and oversee a parent communication plan. This will include communicating CDC policies to the parents and communicating any issues with the children to the director and the parents.
- Prepare and facilitate state visits by the Division of Child Development, the Health Department, and the Fire Department.
- Complete annual trainings as required by the Division of Child Development.

Benefits:

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Life insurance
- 403(b) plan - retirement plan
- 403(b) matching
- Retirement plan
- Referral program
- Employee discount
- Flexible Spending Account
- Health Savings Account

Please submit a resume to Charles Longino at clongino@holycrossnc.com to apply.