

St. Peter Early Childhood Center
Job Description
Position: Administrator

Premise: The Administrator of St. Peter Early Childhood Center must agree with and promote the philosophy and goals of St. Peter Parish. Together, we are building the Kingdom of God and we are providing a Catholic, Christ-centered environment for our staff, students, and children.

Description: The Administrator is responsible for the fiscal, personnel and operational management of the Childhood Center.

The position of Administrator encompasses the described responsibilities:

Administrative Management

- ❖ Maintain compliance with local and state health, safety and licensing regulations regarding the Center's operations, report preparations, and inspection preparations.
- ❖ Develops and maintains professional relationships with local and State regulatory agencies.
- ❖ Review and /or revise policies: fiscal, personnel and operational management of the Center.
- ❖ Develops an annual operational plan for the Center.
- ❖ Develops a system for managing programmatic information: program records/forms, children's records, personnel records, fiscal/budgetary records, etc.
- ❖ Develops a curriculum for children ages 3-12 years, which ensures their cognitive, spiritual, creative and social growth.
- ❖ Develops and maintains a parent-center-parish relationship as well as parent education.
- ❖ Maintains enrollment status of the Center in accordance with current policies.
- ❖ Develops and maintains an effective staffing plan to ensure the proper staff to child ratios are enforced.
- ❖ Assesses the needs and progress of the children attending the pre-school program at least twice a year.
- ❖ Prepares and distributes a monthly newsletter to the parents.
- ❖ Evaluates the program operations annually.
- ❖ Attends parish staff meetings as set forth by the Pastor.

Fiscal / Property Management

- ❖ Develops operational budget annually
- ❖ Operates the Center within the budgetary constraints throughout the year. Discuss unforeseen circumstances with the Pastor.
- ❖ Manages the petty cash fund.
- ❖ Purchases equipment, materials, supplies and food for the Center.
- ❖ Conducts an annual inventory of all Center equipment, materials and supplies.
- ❖ Arranges the maintenance/ repair of the Center facility and equipment.

Personnel Management

- ❖ Recruits, selects qualified employees
- ❖ Conducts performance evaluation of all personnel annually
- ❖ Conducts regularly scheduled staff meetings
- ❖ Assists staff in preparing appropriate lesson plans

Health and Safety

- ❖ Develops and implements health program for Center
- ❖ Maintains compliance with local and state regulations concerning the health and safety of the children and employees
- ❖ Maintain health records, policies and reports in compliance with local and state agencies
- ❖ Assists parents in securing help for children with special needs by referring and contacting appropriate agencies
- ❖ Develops and implement safety program for the Center
- ❖ Maintains compliance with the local and state regulations concerning the safety of the children and staff: on-site, playground, transportation, fieldtrips and during an emergency
- ❖ Conducts regularly scheduled fire/weather/disaster drills

Career Development

- ❖ Develops and implements plans for the professional growth of the Center staff through in-service programs and other educational opportunities
- ❖ Ensures compliance with state regulations regarding the annual hourly quotas for training and certification maintenance of staff in areas of first aid, child abuse recognition, management of communicable disease and CPR.

Education, Training and/or Experience

- ❖ Active member of the Roman Catholic parish faith community. Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church
- ❖ A Bachelors Degree which must include 18 hours in Early childhood Education and/or Child Development
- ❖ Must be trained in first aid, CPR, child abuse prevention and recognition and the management of communicable disease
- ❖ State police check as described in licensing rules, fingerprinting, B-4 form, Archdiocese Child Abuse Decree training
- ❖ Must keep up on all educational requirements to maintain SUTQ (Step Up To Quality)