

**.St. Thomas Aquinas Catholic Church – College Station, Texas**  
**Child Development Center Director**

**Classification:** Full Time, Exempt

**Catholic Required:** Preferred

**Reviewed Date:** October 2020

**Dept./Division:** Child Development Center

**Supervisor:** Pastor

**Ministerial Character**

The Pastor is the visible principle and foundation of unity in the parish (St. Thomas Aquinas Catholic Church – College Station, Texas) which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed in St. Thomas Aquinas Catholic Church – College Station, Texas help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary:**

The Child Development Center Director has the daily, on-site responsibility for the operation of the Child Development Center, including maintaining compliance with the minimum standards and licensing laws. The Director ensures all employees comply with the minimum standards; have assignments that match their skills, abilities and training; are supervised; are not regularly scheduled to work for more than ten hours of direct child care during a 24-hour period; and that qualified substitutes are called as necessary to meet minimum standards

**Essential Job Duties:**

1. General Responsibilities:
  - a. Implement all DFPS minimum guidelines and standards.
  - b. Report directly to the Pastor
  - c. Participate in Parish staff meetings.
  - d. Plan, supervise, and implement the program in accordance with the policies, philosophy and goals of the STA CDC.
  - e. Handle all matters related to the administration of the CDC program and keep Pastor informed.
  - f. Keep abreast of research and new developments in the field of Early Childhood through continuing education (workshops and/or college credits), 30 hours annually.
  - g. Visit classrooms regularly throughout the day.
  - h. Coordinate the use of shared space and equipment/supplies with other programs (Religious Education, Mom's Prayer Group, etc).
  - i. Responsible for ordered décor/appearance, bulletin boards, and learning environment of RE Wing in conjunction with RE Director/Assistant.

2. Fiscal Responsibilities:
  - a. Liaison with Parish Business Administrator to prepare annual budget, including proposed income and expenditures.
  - b. Office duties (filing, typing, phone calls, etc.).
  - c. Coordinate with STA Bookkeeper as needed to maintain financial records and facilitate family billing.
  - d. Organize, monitor, and purchase supplies (including snacks) as needed (purchase order/prior approval from Pastor for amounts).
  - e. Inform Maintenance group of needed repairs and maintenance as occurs.
  
3. Staff:
  - a. Prepare job descriptions.
  - b. Supervision of staff including:
    - i. Recruiting.
    - ii. Initial interview.
    - iii. Background and reference checks.
    - iv. Daily supervision of attendance and job performance.
    - v. Evaluation (annual).
    - vi. Termination.
  - c. Create and maintain staff schedule.
  - d. Assist staff and/or relieve for break as needed.
  - e. Arrange for substitutes as needed. Maintain current substitute list.
  - f. Conduct regular staff meetings
  - g. Plan and implement in-service training for staff (minimum of 15 hours annually).
  - h. Assist staff in preparing lesson plans.
  - i. Plan and implement activities that lead to interpersonal relationships between staff (luncheons, etc.).
  - j. Maintain personnel records, including documentation of training.
  
4. Administrative:
  - a. Enrollment/registration:
    - i. Define policies of admission, attendance, tuition, and educational goals.
    - ii. Enroll children in appropriate classrooms.
    - iii. Plan fall "Meet the Teacher" night annually.
    - iv. Plan "Open House" in spring annually.
    - v. Organize and plan registration for upcoming school year.
  - b. Maintain updated Parent Handbook and supply to parents annually.
  - c. Maintain required documentation on each child:
    - i. Registration form (contains consent to participate, and list of people allowed to pick up child).
    - ii. Medical release form.
    - iii. Immunization records.
    - iv. Accident reports.
    - v. Attendance.
    - vi. First aid consent.
    - vii. Discipline Policy acknowledgment.

5. Health & Safety:
  - a. Provide care/assistance for injured or sick children.
  - b. Brief staff on:
    - i. Health practices in the prevention of the spread of communicable diseases.
    - ii. Emergency procedures (fire, bad weather, bomb threats, unidentified visitors).
  - c. Conduct fire drills / tornado drills and maintain documentation.
  - d. Implement program on playground, classroom, and field trip safety rules.
  - e. Prepare activities to teach the children healthy habits, traffic safety, and stranger awareness.
  - f. Ensuring a safe environment (building and grounds) for children and staff by bringing concerns to Business Administrator/Pastor.
  
6. Children / Programming:
  - a. Treat all children with dignity and respect. Consider individual children with concern for their interests, special needs, talents, pace of learning, individual style, cultural and socioeconomic background.
  - b. Develop age-appropriate curriculum.
  - c. Plan yearly calendar of events, important dates and holidays.
  - d. Supervise management of classroom schedules (outside, music, etc).
  - e. Plan special programs (Christmas, End of Year, etc).
  - f. Observing and evaluating children and program.
  - g. Conduct or coordinate special classes for all ages:
    - i. Music.
    - ii. Godly Play (3's and up).
  
7. Parent, Church and Community relationships:
  - a. Coordinate advertising and public relations (in Church and community) as approved by Pastor.
  - b. Be available for regular informal interaction with parents.
  - c. Conference with parents by appointment.
  - d. Communicate with parents via letters/notices as needed.
  - e. Meet with visitors and explain program.
  - f. Arrange for field trips and/or special community visitors to enhance curriculum.
  - g. Take phone calls regarding program.

### **Knowledge, Skills, and Abilities:**

- Highly professional and dependable
- Ability to communicate with, motivate others, analyze and solve problems; including the ability to maintain composure under stress
- Effective leader with the ability to exercise appropriate, independent judgment calls.
- Knowledge of state and local standards and appropriate early child development practices.
- Ability to ensure safe, nurturing, learning environment for children.
- Proficient use of technology including Microsoft Office Products as required.
- Knowledge of principles and practices of basic office management including clerical and administrative procedures and systems such as filing and record keeping
- Accuracy and attention to detail
- Excellent verbal and written communication skills
- Effective planning and organizing including ability to effectively prioritize
- Flexibility
- Adaptability
- Customer service orientation
- Professional appearance and cooperative approach
- Able to maintain a neat, clean and safe work area
- Willing to assist others
- Friendly and approachable attitude with coworkers and visitors
- Basic understanding of the sanctity of sacred places, things and persons and the reverence and decorum according to the catholic tradition.

### **Minimum Qualifications:**

*Education and Trainings:* Degree in early childhood education or child development preferred

*Experience:* Minimum of 3 years' experience as a Director in a licensed childcare center

*Language:* English language skills required. Bi-lingual (English/Spanish) a plus.

*Catholic Requirement:* Preferred.

*Licenses/Certifications:*

- State of Texas Director Credential required
- DFPS background clearance required
- Maintain CPR and First Aid certifications
- Must be certified in Diocese of Austin EIM within 90 days of employment and maintain certification throughout the employment period.
- Valid Texas driver's license.

**Mental / Physical Tasks:**

E	Talking	E	Bending
E	Listening	E	Grasping/holding
E	Standing	E	Lifting/carrying
E	Walking	E	Filing
E	Sitting	E	Moving tables and chairs
E	Using office equipment, stapler, telephone, copier, etc.	E	Using desktop computer and software programs

**Working Conditions:**

- Employees of St. Thomas Aquinas Catholic Church – College Station, Texas are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- St. Thomas Aquinas Catholic Church – College Station, Texas is an at-will employer.
- All buildings and vehicles owned by St. Thomas Aquinas Catholic Church – College Station, Texas are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to dress codes and conduct standards, including but not limited to EIM standards of conduct in the workplace and outside of the workplace.
- May be required to use personal vehicles to drive to other parishes or other off-site locations.
- Traveling within and outside the parish to meetings and other events may be required.
- Will be required to conform personal and professional activities to be consistent with and supportive of the mission, purpose, and moral teachings of the Roman Catholic Church.

Approval Authority: \_\_\_\_\_  
Pastor Signature Date

**Employee Certification**

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date