



PUGET SOUND CHRISTIAN SCHOOL

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Center Director Position

Job Summary

Seeking a qualified Christian individual to work as the Center Director at a small Christian Preschool/Daycare. This is a year round position that will constitute a 40 hour work week.

The Center Director is responsible for ensuring that the center is operated according to WA State regulations and Early Achievers standards. This position requires a dedicated and positive person who can inspire and support a team to provide excellent care and outstanding customer service.

Responsibilities and Duties:

- Ensuring curriculum and developmentally appropriate practices are in place and adhered to in the center.
- Scheduling and conducting tours for prospective parents and enrolling new families.
- Ensuring licensing standards are met and responsible for achieving center accreditations for the Early Achievers Program.
- Assisting teachers with weekly lesson plans and program activities.
- Monitoring and managing the financial progress of the center.
- Advertising for enrollees and employees.
- Hiring and managing Pre-School and Daycare Staff.
- Generating and managing the weekly schedule; managing and tracking vacation, PTO, and sick leave of all employees.
- Working with the center bookkeeper in regards to monthly financial reports for School Board Meetings.
- Monitoring and managing all aspects of record keeping and personnel files.
- Ensuring a safe environment for the children in our care.

Qualifications and Skills

In order to be considered for this position, you must meet all licensing requirements including:

- High School Diploma or Equivalent
- CPR/FA Certification
- CDA or Degree in Early Childhood Education or 47 ECE Credits
- Previous management experience in a licensed child care facility required (at least 1 year)
- Computer experience, Office, Excel, Publisher, Word

Salary Range: \$15.75/hour

If interested, please contact Kelly Hagala at 253-537-6870.