



## Job Description

**Job Title:** Solomon's World Director  
**Reports To:** Ministry Resource Director  
**FLSA Status:** Exempt

**Summary:** Responsibilities for carrying out the philosophy, policies and procedures adopted by Solomon's World programs. Making a difference in the lives of young children and their families, while effectively and efficiently running all school operations. Some of the exciting duties as a Director includes, but not limited to, are as follows:

**Duties and Responsibilities** include the following: Other duties may be assigned

- Maintains a physical environment that conforms to North Carolina licensing standards of safety and cleanliness that is conducive to optimal growth and development of children who attends the school programs
- Ensuring licensing standards are met and assisting in the accreditation process for the school
- Ensuring curriculum and developmentally appropriate practices are in place in the school
- Monitoring and managing the financial progress of the school programs
- Conducting tours for prospective parents and enrolling new families
- Creating and implementing local marketing plans to drive enrollment
- Assisting teachers with the weekly development and execution of the curriculum and program activities
- Exhibit Language, Math and Computer Skills on a managerial level
- Manage and complete Summer Food Service Program documents in a timely manner
- Oversees the preparation of meals and snacks in accordance with childcare requirements
- Obtains professional training, including all state annual required trainings
- Ability to professionally meet families' needs and maintains appropriate contact with parents/caregivers
- Ability to supervise employee and students
- Enforces the guidelines in the employee manual, teacher handbook, and employee job descriptions
- Professionally handles major discipline problems and conflicts that may arise involving teachers, students, parents/caregivers, or other staff by using proper discipline methods within guidelines
- Manages Volunteer Program

**Supervisory Responsibilities:**

Directly supervise employees in the Solomon's World programs. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully; an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as, but not limited to, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, and percentages. Ability to apply basic math concepts.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software; spreadsheet software; and internet software.

**Education/Experience:**

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

- Completion on BSAC Training
- Bachelor's degree with 12 credits in ECE, child development or related field plus 1 year of teaching experience in childcare setting and 1 year of supervisory experience – OR –
- Associate degree in ECE or child development or related field, plus 2 years of teaching experience in a childcare setting and 2 years of supervisory experience
- 1 year of management experience in a pre-school or childcare center
- CPR/First Aid
- State Qualification Letter

**Knowledge, Skills and Other Abilities:**

- Analytical skills
- Problem-solving skills
- Technical skills
- Customer service
- Interpersonal skills
- Confidentiality
- Oral communication skills
- Presentation skills
- Written communication skills
- Proofreading skills
- Teamwork-oriented
- Leadership skills
- Change management skills
- Delegation skills
- Management skills
- Business acumen
- Cost-consciousness
- Diversity
- Ethics
- Strategic thinking skills
- Decision-making skills
- Motivation
- Planning/organization skills
- Professionalism
- Accuracy
- Ability to meet deadlines
- Adaptability
- Punctuality
- Dependability
- Initiative
- Innovation
- Creativity

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit. At times, the employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may be moderate to high level.