



**Families Forward
Child Development Center**

About Families Forward and the Child Development Center

Families Forward is a local nonprofit that has been in existence for over 100 years. Families Forward has four programs: the Child Development Center, Bidwell Pantry, New Directions Shelter (emergency shelter for families experiencing homelessness) and The Home Connection (supportive housing for families experiencing homelessness).

The Child Development Center (CDC) serves 2- to 5-year-olds with a capacity of 62 children in four classrooms. The CDC offers a Universal Pre-K class in partnership with Des Moines Public Schools. The CDC is also a partner program with United Way of Central Iowa.

Position Title: Director

Reports to: Executive Director

Category: Exempt; Full Time

Compensation: \$60,000 - \$70,000+ DOQ. Excellent benefit package provided.

Job Summary: To facilitate the proper function and operation of the Child Development Center which serves 2- to 5-year-olds through effective staff management, maintenance of partner relationships and fiscal management/reporting. The Director is also responsible for ensuring high quality programming for the children through curriculum implementation and health/safety standards.

Subordinate Staff

4 Lead Teachers, 4 Assistant Teachers, Floater, Cook & PT Admin. Assistant.

Job Requirements:

- Excellent verbal and written communication skills.
- Ability to effectively manage/supervise staff and schedule staff to cover needs of classrooms.
- Promote the Child Development Center through working closely with partner agencies and making presentations to community groups, organizations, and churches.
- Proficient MS Office computer skills.
- Excellent interpersonal and organizational skills.
- Ability to manage crisis situations.
- Good problem solving, record keeping, and analytical skills.
- Ability to establish and maintain effective working relationships with a wide variety of diverse families.
- Knowledge of community resources.
- Ability to perform light housekeeping and occasional lifting up to 30 pounds.
- Licensed to operate a motor vehicle in Iowa and meet agency auto insurance coverage requirements.

Education and Experience

- Bachelor's degree in early childhood, child development, elementary education, or related field. Teaching certificate preferred with Pre-K endorsement.
- CPR, First Aid and Child Abuse Mandatory Reporting Certification.
- Four-years experience working in a child development center.
- Minimum two-year supervisory experience.

Essential Position Responsibilities:

- Responsible for the general operation of Child Development Center including supervising and scheduling staff.
- Ensure Child Development Center enrollment through marketing, recruitment, and student intake.
- Maintain Child Development Center finances including billing, collecting parent fees, verification of family incomes, track budgets, submitting documentation for reimbursements and submitting financial reports.
- Prepare statistical summaries and other reports as required.
- Ensure compliance with all DHS licensing requirements.
- Ensure high quality of care/education for all children by utilizing best practices in curriculum, child assessments, child & staff interactions, behavior management, etc.
- Assures compliance with laws, rules, regulations, and standards governing the operation of the Child Development Center.
- Establish and maintain close relationships with Child Development Center families.
- Plan and execute summer programming activities, parent/teacher conferences, family events, picture days, preschool graduation, etc.
- Maintain a safe and clean classroom/child center environment. Perform household duties when necessary.
- Ensure that all children receive a healthy breakfast, lunch and snack and all meals at The Child Development Center meet appropriate federal guidelines.
- Recommend and secure, as directed, needed repairs and maintenance for CDC facility.
- Complete special projects as assigned.

Interested candidates should send resume and cover letter to: tim@hawthorn-hill.org or mail to Families Forward, 3001 Grand Ave, Des Moines, IA 50312

Position is open until filled

Families Forward is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Families Forward Values

Confidentiality

Compassion

Integrity

Respect

Inclusive