

**DIRECTOR:** Windham Heights Day Care  
A program of: Windham Regional Community Council, Inc.

**Title:**

Early Care and Education Program Director

**Job Summary:**

The Early Care and Education Program Director is responsible for the successful direction and administration of the Windham Heights Day Care. The Director must carry out the mission of the programs while satisfying agency policies, Department of Public Health licensing regulations, and the requirements of funding agencies. The Early Care and Education Program Director is an employee of WRCC and will be subject to the personnel policies of the agency. The Executive Director of WRCC will supervise and evaluate the performance of the Early Care and Education Program Director.

**Essential Duties and Responsibilities:**

- Provide Human Resource Generalist functions of staff (hiring, firing, supervision, payroll, evaluations, time off, support, and training)
- Maintain program budgets
- Maintain and monitor all Department of Public Health licensing requirements
- Direct supervision and evaluation of staff at New Heights Child Development Program and the Assistant Director, Family Advocate, and Cook
- Recruitment and enrollment of new families to the New Heights Child Development Program
- Oversee curriculum and program activities
- Ensure that adequate staff and child ratios are maintained
- Arrange for substitute coverage in the classrooms
- Maintain child care records
- Establish and maintain partnerships with families
- Maintain confidentiality of all children, families and staff
- Collect and record child care fees
- Submit and process invoices for payment of bills
- Prepare and submit all necessary reports as required
- Develop and Implement staff training and hold staff development meetings
- Attend meetings and training as required by agency
- Perform other related duties as assigned by the Executive Director and/or Associate Director

**Education and Qualifications:**

A minimum of a Bachelor Degree in Early Childhood Education and/or Child Development with working knowledge of child care administration. Three to five years related experience.

**Contact:**

***Meghann Rice***

Windham Regional Community Council, Inc.

Tel 860-423-4534 X303

Fax 860-456-8724

Email [meghann.rice@wrccinc.org](mailto:meghann.rice@wrccinc.org)