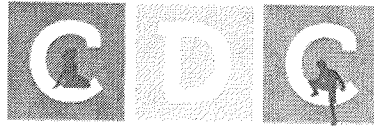


# Saint Philip



Child Development Center

240 Candler Road, SE  
Atlanta, Georgia 30317  
cdc@saintphilip.org  
404-371-0777

Dear Applicant,

Thank you for your interest in the position as Center Director for the Saint Philip Child Development Center. The center is affiliated with Saint Philip AME Church. It has served the community for over 30 years and is currently licensed and rated as a 2-star center by the Georgia Department of Early Learning and Care.

We are in search of a dynamic early childhood professional who will be committed to operating a center of excellence where the needs of the whole child, families and community partners are the top priorities. The person should be knowledgeable about both state and national accreditation criteria and will work to move the center to a higher rating under the state program and to achieve national accreditation standards.

Please include the following in your envelope:

- A completed application
- Resume
- Responses to written communication scenarios/ questions included in this packet
- Copies of college/ university degree(s) and certifications

Please return your packet by **5:00 PM on February 22, 2019**. It can be mailed to 240 Candler Road, Atlanta, GA 30317 **Attention: Mrs. Venus T. Stevens** or returned to the receptionist's desk in the Family Life and Administration Center of Saint Philip AME Church addressed, **Attention: Mrs. Venus T. Stevens**.

Respectfully,

The Saint Philip AME Child Development Center, Inc.

Search Committee

# Saint Philip



Child Development Center

## Job Description

### Center Director

#### Minimum Qualifications:

##### Education & Experience

- Minimum of a B.A. Degree in Early Childhood Education or a related field.
- Minimum of three years of experience in early childcare program management and staff supervision
- Minimum of three-years of experience in the direct care of young children (Birth – 5 years).
- Proficient skills in using technology including Microsoft Office and childcare database software programs.
- Satisfactory criminal records check

##### Essential Skills & Qualifications

Through written responses to questions as well as conversational dialogue:

- Convey a clear depth of knowledge of the cognitive, social, emotional, and physical developmental patterns of children from birth – 5 years of age.
- Convey a clear depth of knowledge of various learning theories relevant to working with infants, toddlers, and preschoolers. Can defend his/her positions as to the choice of learning approach taken with young children in a group care setting.
- Convey a clear depth of knowledge of Developmentally Appropriate Practice (DAP) as it relates to the areas of room arrangement, curriculum planning and lesson planning.
- Share comprehensive knowledge of and demonstrate the skills to implement the Quality Rated System Requirements (knowledge and experience with NAEYC's standards also).
- Share knowledge of licensing regulations.
- Demonstrate proficiency in the skills needed to evaluate young children and make appropriate recommendations when Individual Disability Education Act (IDEA) interventions are required.
- Demonstrate strong communication skills with children, parents, staff, local community members and the Board Members for the center.
- Provide examples to demonstrate the maturity and good judgement needed in emergency situations.

- Demonstrate his/her competence to administer a program and budget of relative scope and complexity. Has a minimum of two-years of experience with child care related budgets and can
- Demonstrate knowledge and implementation skills for a preschool curriculum.
- Demonstrate knowledge and skills for integrating technology into the curriculum.
- Demonstrate professional and ethical judgement when carrying out job responsibilities.
- Demonstrate knowledge and skills to conduct a Christian Education Program.

Can physically meet the demands of caring for young children by demonstrating the ability to complete the following care tasks:

1. Supervise, by sight and sound all children in your care.
2. Play on the floor at small tables, as well as outside, in and around various play equipment, with infants and young children.
3. Lift an infant or young child (up to 40 lbs.) to a changing table or other adult level surface in order to change diapers and/or clothing or provide first aid and comfort.
4. Supervise and assist, as needed, children who are potty training or needing to use restroom.
5. Use appropriate fine motor skills to assist children with completing a puzzle, game, turning a page in a book, and various other activities that require the full dexterity of adult's fingers and hands.
6. Verbally respond to a child or an adult when called from a distance of up to 30 feet.
7. Uses proper enunciation when speaking in order to teach infants and young children to correctly speak and understand the English language.

#### **Center Director's Specific Responsibilities:**

##### **Overall Program Operation**

- Oversee the direct care and supervision of all children on a daily basis.
- Support staff as they plan and implement a daily activity schedule for each child; individualized to reflect each child's interests and developmental needs.
- Be available to parents and staff for consultation and advice.
- Conduct formal staff/assistant director conferences on a quarterly basis.
- Oversee accurate financial accounting records that include managing accounts receivable and payable plus the center payroll.
- Recommend fiscal policy and oversee budget projections.
- Provide a financial report for the CFO and Board on a monthly basis.
- Coordinate the purchase of classroom and playground materials, equipment and supplies and maintains inventory of the same.
- Insure that all classroom and playground equipment is maintained in good repair.

- Implement the center nutrition program according to the guidelines of the Child and Adult Food Program.
- Oversee the planning and implementation of a weekly children's menu and feeding schedule that meets the nutritional needs of young children.
- Complete all classes required by licensing on an annual basis in order to meet and maintain licensing standards as a center director.
- Continue personal professional growth and development by attending 18 hours of professional development courses on an annual basis.
- Become/remain an active member of local, state, and national professional organizations that foster continued professional growth in the Early Child Care and Education field.

### **Staff**

- Recruit, interview and hire staff.
- Provide orientation for new staff that includes building operations and instructional curriculum.
- Maintain personnel records.
- Oversee the scheduling of staff and staff substitutes when needed.
- Conduct a new employee evaluation within the first 60 days of hire as well as an annual staff evaluation for all employees.
- Assist each staff member in developing an annual professional development action plan.
- Work with staff to teach them how to use observations of a child's daily interests, growth and development to plan for their daily activities.
- Insure that each staff member is aware of and maintains compliance with Georgia's licensing standards, Georgia Quality Rated System Requirements.

# Saint Philip



Child Development Center

## Employment Application

Full Name:	Home Phone:	Cell Phone:
Current Address/City/State:	DOB:	
Driver's License#/and State:	Email Address:	

Thank you for choosing Saint Philip Child Development Center, Inc. in your career path. We are dedicated to hiring professionals who are energetic, motivated, and possess integrity. Saint Philip Child Development Center, Inc. is an Equal Opportunity Employer. Applicants must show they understand and are able to meet the following requirements for employment by *initialing each item below.*

- High School Graduate or G.E.D recipient
- Negative TB Test and will provide current medical documentation
- United States Citizen, or legally authorized to work in the United States
- Will provide Social Security Card or Birth Certificate
- Will submit to drug and alcohol testing as required
- Will complete an FBI criminal background check
- Will complete a Child Maltreatment Central Registry check
- Physically able to safely supervise young children and perform necessary job functions
- Will maintain professional appearance and conduct at all times

### GENERAL INFORMATION

Employment Desired:  Full-time only     Part time only     Full or Part time     On Call

Position Applied for: \_\_\_\_\_ Date you can start \_\_\_\_\_

### 3 PERSONAL REFERENCES (do not list family or previous employers)

Name	Address	Phone Number	Relationship (ie. Coworker, friend)

**EDUCATIONAL EXPERIENCE**

High School attended/address/year graduated \_\_\_\_\_

College attended/Degree or number years completed/Major \_\_\_\_\_

Child Development Associate Certification \_\_\_\_\_

List courses completed or relevant childcare training (CPR, First Aid, Child Development, etc.): \_\_\_\_\_

List other skills, vocational, and technical training \_\_\_\_\_

**EMPLOYMENT HISTORY (begin with most recent)**

Begin/End Date	Begin/End Salary	Employer/Address	Supervisor's Name & Phone #:	Your title and duties	Reason for leaving

**OFFENSES – Criminal background checks will be conducted on all applicants.**

Have you ever pled guilty, no contest or been convicted of any criminal offense? If yes, explain: \_\_\_\_\_

Has a report of child maltreatment ever been made against you? If yes, explain: \_\_\_\_\_

Has a court ever denied parental, custodial, or visitation rights as a result of neglect or abuse of a child? If yes, explain: \_\_\_\_\_

While employed in a childcare program, have you ever been the subject of disciplinary action or been responsible for a child care facility receiving an administrative or disciplinary action? If yes, explain: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What are your career goals and objectives?

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2. Why should Saint Philip Child Development Center, Inc. hire you?

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An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I hereby certify that all information contained in this application is true and correct. I understand that any misrepresentation, falsification, or consequential omission of information may render this application void, or if employed may result in immediate termination. I give permission to Saint Philip Child Development Center, Inc. to verify and investigate any and all information provided in this application. I further consent and agree to submit to any job related medical exams or drug tests that might be required and agree to provide any information that may be needed to facilitate such tests. I authorize the individuals and institutions named above to give information regarding my employment, character, and qualification, hereby releasing them from all liability for issuing such information.

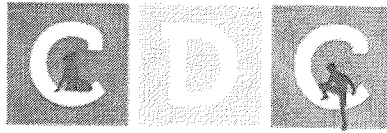
Printed name/Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Office Use Only:**

Date Submitted:	Time:	Position:
Director Proceed + or -	Interview:	Date Hired:

# Saint Philip



Child Development Center

## SCENARIO NUMBER 1

Write a follow up note to a parent with whom you have had a conference about why his three-year-old daughter comes home every day and says "she only played today".

## SCENARIO NUMBER 2

You are about to begin a new school year and you have a relatively new staff. Develop a PowerPoint presentation of no more than 12 slides to share with the staff that would review the various learning theories/ approaches for teaching infants to Preschool. Outline which approach/learning theory your center uses and why.

Print out the presentation in note form.

## SCENARIO NUMBER 3

You are a center director and you have hired a new teacher for your four-year-old class. Using the ABEKA curriculum, develop a lesson plan (subject of your choice) to give to the teacher as an example of what you expect to see in her plans. Include a diagram of your preferred room arrangement for the four-year-old classroom.