



## aggieland pregnancy outreach

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### **Childcare Center Director Job Description**

**Overview:** Aggieland Pregnancy Outreach is a Christian ministry with a heart for children born from unplanned pregnancies. It is our desire to see children raised in loving, nurturing homes-never to suffer the harm of abuse or neglect. The Childcare Center Director plays a crucial role in APO's mission to provide support, education, and resources to individuals facing pregnancy-related challenges.

The Childcare Center Director will be responsible for the overall leadership, daily operations, and program development of the childcare center at Aggieland Pregnancy Outreach. This center will provide high-quality, licensed childcare for children ages **6 weeks to 36 months**, serving the children of maternity home residents and employees. The director will ensure the center operates in compliance with state licensing regulations and aligns with the mission and values of the organization. The Childcare Center Director reports to the Director of Educational Programs and collaborates with other team members to ensure the organization's goals are met.

### **Key Responsibilities:**

#### ***Leadership & Administration:***

- Oversee the daily operations of the childcare center, ensuring a safe, nurturing, and developmentally appropriate environment for infants and toddlers.
- Hire, train, and supervise childcare staff, ensuring high standards of care and professionalism.

- Maintain compliance with all state licensing regulations, including staff qualifications, ratios, and health and safety standards.
- Develop and implement policies, procedures, and curriculum that align with best practices in early childhood education.
- Manage the center's budget, including payroll, supplies, and facility needs.

### **Program Development & Childcare Services:**

- Develop and implement age-appropriate curriculum, focusing on social-emotional development, early learning, and attachment-based care.
- Ensure individualized care plans and support services for children of residents, particularly those who may have experienced trauma or early adversity.
- Collaborate with maternity home staff to ensure alignment in parenting education and family support services.
- Establish and maintain positive relationships with parents, providing regular communication and updates on their child's progress.

### **Compliance & Safety:**

- Ensure all staff maintain required training and certifications, including CPR/First Aid, mandated reporting, and childcare licensing requirements.
- Maintain records and reports required by licensing agencies, the organization, and grant funders.
- Monitor and maintain a clean, safe, and organized facility, adhering to health and safety protocols.

### **Qualifications & Skills:**

- **Education:** Bachelor's degree in Early Childhood Education, Child Development, or a related field.
- **Experience:** Minimum of 3-5 years of experience in early childhood education, including 2 years in a leadership or administrative role.
- Knowledge of **state childcare licensing regulations** and experience maintaining compliance.
- Strong leadership, team management, and interpersonal skills.

- Passion for serving vulnerable populations, particularly young mothers and their children.
- Ability to work collaboratively with social services and community resources.

### **Preferred Qualifications:**

- Experience working with trauma-informed care practices.
- Familiarity with nonprofit or faith-based organizations.
- Experience supporting young mothers and understanding the challenges they face.

### **Position Summary:**

This is a full-time position requiring leadership presence during childcare center operating hours and additional administrative responsibilities as needed.