CAREER OPPORTUNITY

Job Title: Academy Director
Reports To: President/Owner
Location: Alpharetta, GA

JOB SUMMARY

Effectively operates and manages all aspects of a child care school, to include human resources, customer relations, financial systems, quality control and facility management. Provides creative, age-appropriate programs to all children served at the academy. Actively develops and maintains positive customer/community relations. Maintains high capacity utilization and manages all resources effectively and within budget. Establishes strong working relationships with state licensing authorities.

ESSENTIAL FUNCTIONS

- Ensures academy compliance with all federal and state laws, as well as Kiddie Academy® policies and procedures.
- Completes all required paperwork and record keeping on a timely basis and maintains same in an organized, up-to-date manner. This includes all academy files: for example, student, personnel, vehicle, driver, health and safety files.
- Plans academy activities and actively participates: for example, staff meetings, training sessions, open houses, planning sessions.
- Develops and maintains strong working relationships with all state licensing authorities, approved vendors and community contracts.
- Develops and maintains professional working relationships with academy staff.
- Recruits, selects and trains qualified employees.
- Ensures that all staff are properly trained and helps develop staff through career growth and guidance.
- Anticipates staffing needs, prepares and posts weekly staffing schedule, and modifies it accordingly depending upon daily attendance in each classroom.
- Evaluates staff via written performance summary on a quarterly and yearly basis and at other times as needed; recommends merit raises for staff.
- Counsels staff on performance issues; follows Kiddie Academy® guidelines for disciplinary action procedures.
- Submits new staff or staffing changes to licensing representative and maintains up-to-date Human Resources files.
- Trains staff to plan and implement creative, developmentally appropriate programs for all children.
Ensures that quality control programs are sound and meet all state and Kiddie Academy® requirements.
- Actively participates in local professional associations: for example, local AEYC.
- Ensures management is available to greet parents during peak hours (6:30 - 9:00AM and 4:00 - 6:30PM).
- Ensures that facility meets all state, local and Kiddie Academy® requirements.
- Oversees the physical condition of the building and contents; seeks approval from ownership and requests repair work as needed.
- Responds and follows up on all enrollment inquiries. Gives prospective customers tours of the facility and detailed information about Kiddie Academy® Philosophy, Mission, Core Values, programs and procedures.
- Develops and actively maintains positive communication with parents.
- Recognizes parent concerns, evaluates course of action and responds professionally to needs of parents.
- Ensures that staff is aware of specific parent concerns so that problems are resolved.
- Under academy ownership’s direction, familiarizes self with academy budget to ensure that all resources are managed effectively and within budgetary constraints. Assists with drafting new budgets each year.
- Manages all salary expenses within budgeted amounts and according to prescribed guidelines of compensation plan.
- Ensures that accounts receivable do not exceed specified percentage of posted revenue charges.
- Affects creation of monthly newsletter for the academy.
- Completes state requirements for approved continued education training of 12 clock hours (or more based on local regulations) during the licensing year.
- Meets with licensing specialist during inspections and reports to academy ownership on a timely basis.
- Arbitrates differences among academy personnel.

**JOB QUALIFICATIONS**

Candidate must have four-year degree in Early Childhood Education or area of Child Development with two years’ experience as a director or assistant director in a child care school.

As a leader in educationally focused child care, we reward and recognize a director’s exceptional contributions to our Academy with:

- Competitive base salary.
- Bonus plan structured to reward and value achievement.
- Vacation, holiday and personal days.
- Advancement opportunities within a multi-site organization.
- Childcare tuition discounts.
- And much more

**HOW TO APPLY**

Send your resume with cover letter, outlining why you are the best candidate to accept this challenging and rewarding position to Shweta.Sharma@KiddieAcademy.net