



Sherman County Sprouts Child Development Center

Loup City, Nebraska

JOB DESCRIPTION

Child Development Center Director

REPORTS TO
Sherman County Sprouts Board of Directors

EMPLOYMENT
Full-time, hourly

SCHEDULE
Monday-Friday

PRIMARY FOCUS
Leadership, quality, compliance & operations

AGE RANGE OF CHILDREN IN CARE
Approximately 6 weeks through 8 years

COMPENSATION
Competitive pay and benefits based on qualifications and experience

General Position Description

The Child Development Center Director provides overall leadership and management for Sherman County Sprouts Child Development Center. The Director is responsible for program quality, staff leadership, regulatory compliance, family engagement, fiscal stewardship, and day-to-day business operations. Working in partnership with the Board of Directors, the Director establishes clear goals, supports and develops a strong team, and champions the Center's mission, values, and reputation throughout the community.

The Director ensures a safe, nurturing, developmentally appropriate, and educational environment for young children and builds positive, respectful partnerships with families, staff, community partners, and volunteers.

Reporting Relationship: This position reports to the Sherman County Sprouts Board of Directors.

Program Leadership, Planning & Family Engagement

- Maintain Center licensing and ensure renewal applications, required documentation, and corrective actions are completed accurately and on time.
- Develop, review, and implement program plans, assessments, policies, and procedures in collaboration with classroom staff and the Board of Directors.
- Develop an annual operational calendar and staff training plan and present key plans to the Board as appropriate.
- Foster an environment of mutual respect, communication, and partnership among children, families, staff, and community partners.
- Provide monthly reports and other written or verbal updates requested by the Board of Directors.
- Represent Sherman County Sprouts professionally with current and prospective families, visitors, partners, donors, and at community events.
- Lead family communication, including enrollment and registration, ongoing parent engagement, concerns, and disciplinary or behavioral communications when needed.
- Manage enrollment and classroom capacity to support quality care, licensing requirements, staffing efficiency, and financial sustainability.
- Plan for future program growth and expansion in collaboration with the Board and community partners.
- Coordinate meaningful volunteer and community engagement opportunities, such as Sprouts Garden Helping Hands and Community Readers.
- Collaborate with staff and partners to provide informational meetings, activities, and engagement opportunities for parents and families.

Staff Leadership & Supervision

- Recruit, hire, onboard, train, supervise, evaluate, coach, and, when necessary, dismiss staff in accordance with Center policies and applicable law.
- Manage staff scheduling to maintain required ratios, high-quality care, appropriate classroom coverage, and efficient use of personnel resources.
- Provide staff with educational resources, coaching, professional development, and continuing education opportunities.
- Conduct regular classroom observations and provide constructive feedback to strengthen teaching practices and interactions with children and families.
- Address performance or conduct concerns promptly, consistently, and professionally in accordance with the Employee Handbook.
- Promote teamwork, accountability, respectful communication, and mutual support among staff.

- Complete introductory and periodic employee evaluations and support strategies that strengthen staff performance and retention.
- Coordinate and supervise student teachers, practicum students, interns, and volunteers.
- Plan and lead regular staff meetings and ensure important operational and program information is communicated consistently.
- Stay current on developments, regulations, research, and best practices in early childhood education and recommend improvements as appropriate.
- Lead implementation of quality-improvement systems and practices, including Step Up to Quality and developmentally appropriate assessment or environment-rating tools.
- Support staff in implementing strategies gained through training and professional development.
- Ensure health, safety, supervision, sanitation, and emergency procedures are consistently followed throughout the Center.

Administration, Compliance & Operations

- Provide leadership and supervision to ensure interactions, activities, environments, and materials support children's emotional, social, cognitive, language, and physical development.
- Provide orientation and required training for new employees, volunteers, substitutes, and student/practicum participants.
- Coordinate a Parent Advisory Council or other structured opportunities for parent and community input.
- Serve as the staff representative to the Sherman County Sprouts Board of Directors and support effective communication between the Board and Center team.
- Oversee facility condition and coordinate routine maintenance, repairs, safety needs, and vendor services as necessary.
- Train and support staff in meeting Nebraska child care licensing requirements and Center policies.
- Plan, document, and conduct fire, tornado, evacuation, lockdown, and other required safety drills in accordance with licensing requirements and best practices.
- Manage accurate and timely reporting for Nebraska child care subsidy programs, the Child and Adult Care Food Program (CACFP), and other applicable programs.
- Administer parent engagement, enrollment, attendance, billing, and communication software and maintain regular communication with families through newsletters, notices, and other appropriate methods.
- Maintain organized, accurate, and confidential records in accordance with licensing, funding, employment, and organizational requirements.

Fiscal Management & Stewardship

- Work with the Board and appropriate staff or contractors to prepare the annual budget and manage operations within approved budget guidelines.
- Approve classroom supply and program purchases within established authorization levels and the approved budget.
- Coordinate Center-wide purchasing of supplies, materials, equipment, and services and review staff expenditure requests.
- Identify and implement responsible cost-saving strategies while maintaining program quality, safety, and compliance.
- Manage family billing and payments in a timely, consistent manner and help families understand available subsidy or assistance options.
- Prepare payroll documentation, review and approve time records, and provide accurate information to the payroll specialist and Board as required.
- Oversee grant compliance, reporting, documentation, deadlines, and allowable expenditures.
- Support fundraising, donor stewardship, grant development, and community partnerships that strengthen the Center's long-term sustainability.
- Maintain appropriate internal controls and provide accurate financial and operational information to the Board.

Knowledge, Skills & Professional Competencies

- Commitment to the mission, values, and long-term success of Sherman County Sprouts.
- Knowledge of early childhood development, developmentally appropriate practice, family engagement, and quality child care environments.
- Knowledge of Nebraska child care licensing requirements and the ability to maintain ongoing compliance.
- Working knowledge of program management, staff supervision, budgeting, nonprofit operations, and basic financial procedures.
- Strong leadership, coaching, decision-making, conflict-resolution, networking, and motivational skills.

- Exceptional interpersonal, verbal, and written communication skills, including the ability to communicate professionally with families, staff, the Board, community partners, and the public.
- Ability to build supportive relationships with individuals and families from varied backgrounds and to foster cooperation, respect, trust, and openness to change.
- Ability to consider the perspectives of others and demonstrate self-awareness, professionalism, sound judgment, and respect for differing experiences and values.
- Strong organization and time-management skills, with the ability to prioritize multiple responsibilities and meet deadlines.
- Ability to collaboratively problem-solve, take initiative, think strategically, and adapt to changing program needs.
- Familiarity with community resources and the ability to build productive partnerships.
- Ability to maintain appropriate professional boundaries, confidentiality, and ethical standards.
- Ability to use computers and common office technology, including telephone, security, communication, attendance/billing, and copier systems.
- Ability to obtain and maintain required First Aid and CPR certification.
- Ability to perform other duties as assigned that are reasonably related to the position.

Minimum Qualifications

The Director must meet all applicable Nebraska child care licensing requirements, including minimum age, background, training, and director-qualification requirements. Candidates must be able to satisfy one of the applicable education/training pathways required for the licensed Director role. Preferred qualifications include:

- Bachelor's degree from an accredited college or university in early childhood education, education, child/youth development, or a closely related field; or
- Associate degree from an accredited college or university in early childhood education, education, child/youth development, or a closely related field; or
- A combination of education, experience, and required licensing equivalencies or approved training sufficient to meet Nebraska child care licensing requirements.
- Previous management or leadership experience, including staff supervision, program development, and evaluation, is preferred.
- Experience working with a board of directors, nonprofit organization, child care program, or community-based organization is preferred.
- Fundraising, grant management, donor stewardship, budgeting, or community partnership experience is beneficial.
- Must successfully complete all organization- and state-required background checks and maintain eligibility to work in a licensed child care setting.

Physical Demands & Work Environment

This position requires the ability to actively participate in a child care environment. Essential functions may include lifting and carrying children or equipment up to 50 pounds unassisted; bending, kneeling, reaching, standing, climbing, and walking; working at a computer for extended periods; and working indoors and outdoors in varying temperatures and conditions. The employee may be exposed to common childhood illnesses and elevated noise levels associated with children's activities. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Employment Information

- Full-time, hourly position.
- Typical schedule is Monday-Friday, with flexibility as needed to meet Center operations, staff coverage, family needs, training, meetings, or special events.
- Competitive compensation and benefits based on education, qualifications, experience, and organizational resources.

Position Description Notice: *This description summarizes the primary duties and qualifications of the position and is not intended to be an exhaustive list of all responsibilities. Duties may be adjusted to meet the operational needs of Sherman County Sprouts and applicable licensing requirements.*