

## Lakin Child Development Center of Griswold

### Director Job Description

The Noble Initiative Foundation Board is looking to hire a director for the Lakin Child Development Center of Griswold to manage our day-to-day operations and to establish and sustain a positive learning environment for children. The director should be passionate about their work and in turn motivate coworkers and employees to be their best, all while being a positive contributing factor to the working environment. Anticipated starting salary and benefit package would range from \$35,000 to \$50,000. When the center is open and accredited, the salary and benefits package would be open for discussion.

The Director will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, manage and support a complement of child development staff, and manage the center's financial affairs.

The successful applicant will demonstrate experience in managing all aspects of a child development center, as well as strong leadership skills. The ideal candidate should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood experience is preferred. This position reports to the Noble Initiative Foundation Board of Directors.

#### Responsibilities:

- Foster and maintain a safe, happy, and stimulating environment for children.
- Oversee and coordinate curricula with staff that complies with state and federal requirements.
- Ensure that center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Supervise and support teaching staff and promote their professional development.
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Complete ongoing training and courses to remain up to date on childcare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Collaborate with all stakeholders.
- Create and oversee the budget, monitor expenditure and investment accounts, and prepare financial reports for Board review.
- Develop and facilitate a marketing and communications plan.

#### Skills and Requirements:

- Associate or Bachelor's degree in Early Childhood Education or related field
- Early childhood education experience preferred
- Comply with local, state, and federal laws governing child care
- Excellent written and verbal communication skills
- Strong leadership and interpersonal skills

- Excellent organizational, problem-solving, and time-management skills
- Friendly and approachable demeanor
- Maintain a professional appearance, attitude, and work ethic at all time
- Pass a background check
- Handle the frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting to 50 pounds

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**To Apply:**

Please send your resume and a cover letter, including the contact information for three references to:

Brittan Sindt  
63040 Tucson Rd  
Griswold, IA 51535

OR

[blsindt@outlook.com](mailto:blsindt@outlook.com)

**\*\* Application must be received by April 28, 2023 \*\***

**Projected Start Date as early as June 1st, 2023**

## Director Compensation Package

### Salary:

- \$35,000 to \$50,000 with opportunity for performance-based salary advancement within the first six months, and following every annual review.

### Insurance:

- Medical Health Insurance

### Retirement:

- Matching 401K

### Leave Time:

- Two weeks paid time off
- Major Holidays including New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, ½ day Christmas Eve, Christmas Day