

We are seeking an experienced, organized, and passionate **Child Care Center Director** to lead the daily operations of our high-quality early learning center in Manheim, PA. The Director will be responsible for ensuring regulatory compliance, maintaining exceptional educational standards, supporting and developing staff, and building strong relationships with children, families, and the community.

The ideal candidate is an experienced leader with extensive knowledge of Pennsylvania early childhood programs and regulations and a commitment to providing a safe, nurturing, and enriching environment for children.

Required Qualifications

- Minimum Associate's or Bachelor's degree in Early Childhood Education, Education, Child Development, or a related field (Bachelor's preferred)
- Minimum 3-5 years of leadership experience in a licensed child care center
- Previous experience managing a Pennsylvania **Pre-K Counts** program
- Thorough knowledge of **Pennsylvania Department of Human Services (DHS)** child care regulations
- Experience with the **Pennsylvania Department of Education (PDE) and OCDEL**
- Strong understanding of **CACFP (Child and Adult Care Food Program)** regulations and documentation requirements
- Experience with **Pennsylvania Keystone STARS** standards, quality improvement, and continuous program development
- Strong leadership, organizational, communication, and problem-solving skills
- Ability to supervise, coach, and evaluate staff
- Proficiency with child care management software and Microsoft Office or Google Workspace
- CPR/First Aid Certification (or willingness to obtain)
- All background checks required by the state of Pennsylvania

Primary Responsibilities

- Oversee the daily operation of the child care center and ensure compliance with all DHS and PDE licensing regulations.
- Manage and maintain the Pre-K Counts program, ensuring all program requirements, documentation, enrollment, and reporting standards are met.
- Administer CACFP according to federal and state regulations, ensuring accurate meal counts, documentation, and compliance.

- Lead and maintain Keystone STARS quality initiatives, documentation, and continuous quality improvement efforts.
- Recruit, train, supervise, and evaluate teaching staff.
- Develop staff schedules and ensure appropriate classroom ratios are maintained.
- Foster positive relationships with families through effective communication and exceptional customer service.
- Monitor enrollment and assist with marketing and community outreach efforts.
- Ensure classrooms maintain high standards for health, safety, curriculum implementation, and child development.
- Prepare for licensing inspections, audits, and monitoring visits.
- Manage center budgets, supplies, and operational expenses in collaboration with ownership.
- Promote a positive, collaborative, and professional workplace culture.

Preferred Qualifications

- Director Credential or equivalent leadership training
- Experience with Pennsylvania Early Learning Standards and curriculum implementation
- Experience with child care management systems and electronic attendance/billing software

What We Offer

- Competitive salary based on education and experience
- Performance-based bonus opportunities
- Paid vacation and holidays
- Professional development and continuing education
- Supportive leadership team
- Opportunity to lead a high-quality early childhood education program and make a lasting impact on children and families

If you are an experienced early childhood leader who values compliance, quality education, and building a positive culture for children, families, and staff, we encourage you to apply. Please email Meg Garrett at meg.garrett@owllhilllearningcenter.com

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

Benefits:

- Employee discount
- Flexible schedule
- Paid time off
- Professional development assistance
- Tuition reimbursement
- Child care discount