



## **Position Title:**

Director / Assistant Director

## **Work Location:**

Building Blocks Learning Center Main Campus  
2210 Baker Street, Wis. Rapids WI 54494

## **Position Overview:**

Building Blocks Learning Center is seeking a dedicated and experienced Director/Assistant Director to join our childcare team in Wisconsin Rapids. The ideal candidate will possess the necessary licenses and qualifications to fulfill the role of Director as per the regulations set forth by the State of Wisconsin. This position is integral to the smooth operation of our childcare center, ensuring the highest standards of care for children and families while maintaining a supportive and engaging environment for our staff.

## **Responsibilities:**

### **Leadership and Management:**

- Provide strong leadership and guidance to staff members, fostering a positive and collaborative work environment.
- Oversee daily operations of the childcare center, including scheduling, staffing, and maintaining a safe and nurturing environment for children.
- Implement and enforce center policies and procedures in accordance with state regulations and best practices in early childhood education.
- Conduct regular staff meetings and training sessions to promote professional development and ensure compliance with licensing requirements.

### **Child and Family Care:**

- Ensure the well-being and development of all children in the center's care, promoting a curriculum that supports growth and learning in accordance with state standards.
- Foster positive relationships with families, providing regular communication and support to address their needs and concerns.
- Collaborate with parents and guardians to create individualized plans for children with special needs or behavioral challenges.

### **Licensing and Compliance:**

- Maintain up-to-date knowledge of Wisconsin child care licensing regulations and ensure compliance with all relevant requirements.
- Prepare and submit necessary documentation for licensing and accreditation processes, maintaining accurate records and reports as required by state authorities.

**Financial Management:**

- Assist in budget planning and financial management of the childcare center, including monitoring expenses, tuition collection, and payroll processing.
- Identify opportunities for revenue generation and cost-saving initiatives to support the long-term sustainability of the center.

**Community Engagement:**

- Represent Building Blocks Learning Center in the local community, establishing partnerships with other organizations and participating in community events to promote the center's services.
- Serve as a resource for families seeking information on early childhood education and childcare options, offering guidance and support as needed.

**Qualifications:**

- Bachelor's degree in Early Childhood Education, Child Development, or a related field.
- Wisconsin Department of Children and Families (DCF) Director Level Administrator Credential or eligibility to obtain.
- Previous experience in a leadership role in a childcare setting, with demonstrated ability to manage staff and ensure quality care for children.
- Strong knowledge of early childhood education principles, developmentally appropriate practices, and state licensing regulations.
- Excellent communication and interpersonal skills, with the ability to engage effectively with children, families, and staff members.
- Proficiency in administrative tasks such as budget management, record-keeping, and staff scheduling.
- Commitment to continuous improvement and professional development in the field of early childhood education.

**Additional Notes:**

This position operates primarily within a childcare center environment, with regular interaction with children, families, and staff members. The Director/Assistant Director may be required to work flexible hours, including evenings and weekends, to accommodate the needs of the center and its community.

**Reports to:**

Administrator