

# TINY TOONS CHILDCARE & LEARNING CENTER

## Center Manager- Job Description

- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child
- Encourage assistants to contribute to curriculum planning
- Coordinate field trips
- Prepare monthly plan charts
- Complete bi-annual assessment of children's development
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences
- Maintain daily open communication with parents
- Keep accident reports
- Maintain anecdotal records
- Maintain confidentiality
- Report any suspect abuse to supervisor
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment
- Inspect and replace damaged or lost materials
- Attend inservice and staff meetings
- Supervise assistants, aides and volunteers in the classroom
- Keep all appropriate records such as records, attendance and time sheets.
- Meet all applicable liscensing regulations