
Day Care Director Resume

Job Objective

Looking for employment as Day Care Director for a full time position in order to practice my expertise and knowledge in the field.

Highlights of Qualifications:

- Huge experience in child care
 - Deep knowledge of child development theories and practices
 - Exceptional knowledge of safe and appropriate activities for children
 - Ability to interpret and understand multiple program policies and standards
 - Ability to design and develop pro-grams related to staff and provider education
 - Ability to plan, delegate and supervise the work of a subordinate staff
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Professional Experience:

Day Care Director
Precious Babies Learning Acade, Stanley, ND
August 2005 – Present

- Directed preschool activities, day care center to provide instruction and care for children.
- Prepared facility budget and submitted to management for approval.
- Recommended instructional materials and teaching aids designed to stimulate learning.
- Interviewed and recommended hiring of teaching and service staff.
- Enlightened parents about facility activities, policies, and enrollment procedures.
- Ensured compliance to policies and procedures.

Day Care Director
ProHealth Care, Stanley, ND
May 2000 – July 2005

- Provided training to teachers in children behavioral and learning problems.
 - Recommended methods to improve behavior and encourage learning experiences.
 - Reviewed facility activities and ensured compliance to state and local regulations.
 - Reviewed and approved menu plans and food purchases.
 - Provided medical aid to children in accordance with parental instructions.
 - Managed and assigned classroom duties in absence of regular teacher.
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Education:

Bachelor's Degree in Child Development
Webster University, Albuquerque, NM
Master's Degree in Child Development
Franklin Pierce University, Rindge, NH

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