Dear ACCN Members,

Creation Kids Village (CKV), an early education and development center in Celebration, FL, is currently under construction. The Center has the capacity for 177 children along with ancillary services such as developmental psychology, family counseling, and other family based whole child development programs.

The center will open in August of this year and is currently in the process of hiring a Director.

For further details, refer to the attached job description. If you are interested or know of someone who is qualified, please send resumes to the following:

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Creation Development Foundation  
52 Riley Road, Suite 404, Celebration, FL 34747

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Job Description for Child Development Center Director

Creation Kids Village a newly formed early education center is seeking a highly qualified Director for its first location in Celebration, FL. The Center is slated to open in August, 2013 which will allow the Director to recruit and select the staff to shape and drive the Center’s operations. This full-time position requires a quality early care and education leader who wants to make a positive difference in the lives of children and families by effectively running the day-to-day child development operations.

Responsibilities:

Under the supervision of the Executive Director, the Director provides overall operation of the early education, pre-school or school age program site including, licensing, staff supervision / management, curriculum development / delivery, and health & safety of the children. The Director will be evaluated based meeting threshold requirements and performance measures as outlined below:

- **Threshold Requirements**
  - Mission – annual plan for instilling CREATION Health and Healthy 100 into the programming and staff
  - Enrollment (Year 1 – 80%; Year 2 – 90%; Year 3 – 95%)
  - Achieve and maintain early education certifications (Year 2 – APPLE, Year 3 – NAEYC), personal credentials and certifications (Directors Credentials, CDA, CAC), and State Licensing
  - Financial – meeting quarterly and annual budget goals

- **Performance Measures**
  - Teamwork and staff performance based on selected metrics (i.e. staff surveys and student turnover) – 40%
  - New revenue creation, extension of revenue in existing business lines, and fundraising – 30%
  - Parent Satisfaction as determined through parent survey’s and parent advisory board – 20%
  - Collaboration with Celebration Health, Celebration SDA Church, and Civic organizations – 10%

**Required Qualifications:**

- Directors Credential and Undergraduate degree
- 3-5 years experience as a Director in a licensed child development center
- Proven track record with whole child education (mind, body, spirit)
- Demonstrated experience with management, curriculum design and supervision
- Demonstrated organizational skills to ensure compliance with Department of Children and Families rules and regulations
- Strong leadership skills and relational abilities specifically in regards to staff and parents
- Great motivator who will retain staff
- Effective communications skills in person, on the phone, or in writing

**Desired Qualifications:**

- Understanding of CREATION Health and the Healthy 100 lifestyle
- Graduate degree in Education, Curriculum, Child Development, or Child Psychology
- High level of computer / technology proficiency specifically in Microsoft Outlook, Word, Excel, PowerPoint and Salesforce.com

**Benefits:**

- Competitive compensation and performance based bonus plan
- Benefits plan
Who We Are

Creation Kids Village is a non-profit organization serving families with early childhood education based on Christian values and focused on health.

Our Mission

To strengthen our community by supporting families in raising children who are strong in body, mind, and spirit.

The Plan

Creation Kids Village fosters whole child development through love, laughter, and learning.

Creation Development Foundation, Creation Kids Village grant partner, recently announced their plans to lay the foundation for the “Health Education Campus of the Future.” Phase 1 construction for a 177 child capacity Kids Village is expected to be completed in July 2013 and will serve the Celebration Florida and Southwest Orlando communities. The new 20,000 square foot early education center will feature CREATION themed villages, intimate learning areas, children’s fitness, multiple outdoor gardens, Pediatricians Office, Counseling Office, and family centered lobbies and services. The Village is specifically designed to introduce Christian values and healthy development in a loving and playful way.

Creation Kids Village believes love and play are the fundamentals for learning and is committed to providing excellent futures for our children. Creation Kids Village... for a healthy future.

The Goal

The Master Plan for the Health Education Campus includes two additional phases a K-8 health magnate elementary school and Preparatory High School. These two phases are scheduled for completion of construction in 2020.