



# O\*NET OnLine

## Education and Childcare Administrators, Preschool and Daycare

### 11-9031.00

Updated 2024

Plan, direct, or coordinate academic or nonacademic activities of preschools or childcare centers and programs, including before- and after-school care.

**Sample of reported job titles:** Childcare Director, Early Head Start Director, Education Coordinator, Education Director, Education Site Manager, Preschool Director, Preschool Program Director, Principal, Site Coordinator

Summary

Details

Custom

Easy Read

Veterans

Español

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### Occupation-Specific Information

### Tasks

^ All 17 displayed







- + Confer with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.
- + Monitor students' progress and provide students and teachers with assistance in resolving any problems.
- + Recruit, hire, train, and evaluate primary and supplemental staff and recommend personnel actions for programs and services.
- + Teach classes or courses or provide direct care to children.
- + Set educational standards and goals and help establish policies, procedures, and programs to carry them out.
- + Determine the scope of educational program offerings and prepare drafts of program schedules and descriptions to estimate staffing and facility requirements.
- + Determine allocations of funds for staff, supplies, materials, and equipment and authorize purchases.
- + Direct and coordinate activities of teachers or administrators at daycare centers, schools, public agencies, or institutions.
- + Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.

- + Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.
- + Review and interpret government codes and develop procedures to meet codes and to ensure facility safety, security, and maintenance.
- + Review and evaluate new and current programs to determine their efficiency, effectiveness, and compliance with state, local, and federal regulations and recommend any necessary modifications.
- + Collect and analyze survey data, regulatory information, and demographic and employment trends to forecast enrollment patterns and the need for curriculum changes.
- + Inform businesses, community groups, and governmental agencies about educational needs, available programs, and program policies.
- + Write articles, manuals, and other publications and assist in the distribution of promotional literature about programs and facilities.
- + Prepare and submit budget requests or grant proposals to solicit program funding.
- + Organize and direct committees of specialists, volunteers, and staff to provide technical and advisory assistance for programs.

Find occupations related to multiple tasks 

## Technology Skills

 All 12 displayed

- + **Accounting software** — Intuit QuickBooks ; Quicken
- + **Data base user interface and query software** — Auburn Software Debit Square
- + **Desktop communications software** — Bloomz; ParentSquare; Tadpoles
- + **Desktop publishing software** — Microsoft Publisher
- + **Electronic mail software** — Microsoft Outlook 
- + **Enterprise resource planning ERP software** — ACS Technologies HeadMaster; B&I Computer Consultants Childcare Sage; SofterWare EZ-CARE2; The Gallagher Group DataCare; [16 more](#)
- + **Instant messaging software** — GroupMe
- + **Internet browser software** — Web browser software
- + **Office suite software** — Microsoft Office software 
- + **Presentation software** — Microsoft PowerPoint 
- + **Spreadsheet software** — Microsoft Excel 
- + **Word processing software** — Microsoft Word 



Hot Technologies are requirements most frequently included across all employer job postings.

[See all 6 Hot Technologies for this occupation.](#)



In Demand skills are frequently included in employer job postings for this occupation.

[See all 1 In Demand skills for this occupation.](#)

## Occupational Requirements

### Work Activities

^ All 33 displayed

- + **Training and Teaching Others** — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- + **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- + **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- + **Assisting and Caring for Others** — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- + **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- + **Communicating with People Outside the Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- + **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- + **Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- + **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- + **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- + **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- + **Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.
- + **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- + **Coordinating the Work and Activities of Others** — Getting members of a group to work together to accomplish tasks.
- + **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- + **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- + **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- + **Judging the Qualities of Objects, Services, or People** — Assessing the value, importance, or quality of things or people.

- + **Scheduling Work and Activities** — Scheduling events, programs, and activities, as well as the work of others.
- + **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- + **Monitoring and Controlling Resources** — Monitoring and controlling resources and overseeing the spending of money.
- + **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- + **Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.
- + **Staffing Organizational Units** — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
- + **Working with Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- + **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- + **Providing Consultation and Advice to Others** — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- + **Inspecting Equipment, Structures, or Materials** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- + **Monitoring Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- + **Selling or Influencing Others** — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.
- + **Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.
- + **Estimating the Quantifiable Characteristics of Products, Events, or Information** — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- + **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

## Detailed Work Activities

^ All 27 displayed

- + Advise others on career or personal development.
- + Monitor performance of organizational members or partners.
- + Conduct employee training programs.
- + Evaluate employee performance.
- + Recruit personnel.
- + Teach classes in area of specialization.

- + Develop educational goals, standards, policies, or procedures.
- + Develop organizational policies or programs.
- + Approve expenditures.
- + Determine resource needs.
- + Estimate labor requirements.
- + Manage organizational or project budgets.
- + Direct organizational operations, projects, or services.
- + Supervise employees.
- + Maintain operational records.
- + Maintain regulatory or compliance documentation.
- + Develop operating strategies, plans, or procedures.
- + Develop safety standards, policies, or procedures.
- + Advise others on business or operational matters.
- + Determine operational compliance with regulations or standards.
- + Evaluate program effectiveness.
- + Analyze forecasting data to improve business decisions.
- + Prepare financial documents, reports, or budgets.
- + Prepare proposals or grant applications to obtain project funding.
- + Communicate with government agencies.
- + Present information to the public.
- + Develop promotional materials.

Find occupations related to multiple detailed work activities 

## Work Context

 All 24 displayed

- + **Contact With Others** — 98% responded “Constant contact with others.”
- + **Telephone** — 90% responded “Every day.”
- + **Face-to-Face Discussions** — 94% responded “Every day.”
- + **Electronic Mail** — 91% responded “Every day.”
- + **Responsibility for Outcomes and Results** — 65% responded “Very high responsibility.”
- + **Work With Work Group or Team** — 54% responded “Extremely important.”
- + **Responsible for Others' Health and Safety** — 65% responded “Very high responsibility.”
- + **Frequency of Decision Making** — 76% responded “Every day.”
- + **Structured versus Unstructured Work** — 50% responded “A lot of freedom.”
- + **Freedom to Make Decisions** — 62% responded “A lot of freedom.”
- + **Coordinate or Lead Others** — 55% responded “Very important.”

- + **Duration of Typical Work Week** — 77% responded “More than 40 hours.”
- + **Letters and Memos** — 67% responded “Once a week or more but not every day.”
- + **Impact of Decisions on Co-workers or Company Results** — 59% responded “Very important results.”
- + **Importance of Being Exact or Accurate** — 48% responded “Extremely important.”
- + **Indoors, Environmentally Controlled** — 76% responded “Every day.”
- + **Physical Proximity** — 45% responded “Moderately close (at arm's length).”
- + **Time Pressure** — 42% responded “Every day.”
- + **Consequence of Error** — 57% responded “Extremely serious.”
- + **Deal With External Customers** — 52% responded “Extremely important.”
- + **Frequency of Conflict Situations** — 52% responded “Once a month or more but not every week.”
- + **Importance of Repeating Same Tasks** — 43% responded “Extremely important.”
- + **Spend Time Sitting** — 42% responded “About half the time.”
- + **Deal With Unpleasant or Angry People** — 49% responded “Once a month or more but not every week.”

## Experience Requirements

## Job Zone

<b>Title</b>	Job Zone Four: Considerable Preparation Needed
<b>Education</b>	Most of these occupations require a four-year bachelor's degree, but some do not.
<b>Related Experience</b>	A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.
<b>Job Training</b>	Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.
<b>Job Zone Examples</b>	Many of these occupations involve coordinating, supervising, managing, or training others. Examples include real estate brokers, sales managers, database administrators, graphic designers, conservation scientists, art directors, and cost estimators.
<b><a href="#">SVP Range</a></b>	(7.0 to < 8.0)

## Training & Credentials

**State training**  Go

**Local training**  Go

**Certifications** [Find certifications nationwide](#)

State licenses

Select a State



Go

## Apprenticeship Opportunities

Start your career and build your skillset. Visit [Apprenticeship.gov](https://www.apprenticeship.gov) to learn about opportunities related to this occupation.

## Worker Requirements

### Skills

5 of 22 displayed

- + **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- + **Coordination** — Adjusting actions in relation to others' actions.
- + **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- + **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- + **Reading Comprehension** — Understanding written sentences and paragraphs in work-related documents.

### Knowledge

All 12 displayed

- + **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- + **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- + **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- + **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- + **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

- + **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- + **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- + **Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- + **Administrative** — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- + **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- + **Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- + **Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

## Education

How much education does a new hire need to perform a job in this occupation? Respondents said:

- Associate's degree required for some jobs
- High school diploma or equivalent required for some jobs ?
- Some college, no degree required for some jobs ?

## Worker Characteristics

## Abilities

^ All 17 displayed

- + **Written Expression** — The ability to communicate information and ideas in writing so others will understand.
- + **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- + **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- + **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- + **Written Comprehension** — The ability to read and understand information and ideas presented in writing.

- + **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- + **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- + **Speech Clarity** — The ability to speak clearly so others can understand you.
- + **Speech Recognition** — The ability to identify and understand the speech of another person.
- + **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- + **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- + **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- + **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- + **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- + **Far Vision** — The ability to see details at a distance.
- + **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- + **Memorization** — The ability to remember information such as words, numbers, pictures, and procedures.

## Interests

^ All 3 displayed

Interest code: **SEC**

? Want to discover your interests? Take the [O\\*NET Interest Profiler](#) at My Next Move.

- + **Social** — Work involves helping, teaching, advising, assisting, or providing service to others. Social occupations are often associated with social, health care, personal service, teaching/education, or religious activities.
- + **Enterprising** — Work involves managing, negotiating, marketing, or selling, typically in a business setting, or leading or advising people in political and legal situations. Enterprising occupations are often associated with business initiatives, sales, marketing/advertising, finance, management/administration, professional advising, public speaking, politics, or law.
- + **Conventional** — Work involves following procedures and regulations to organize information or data, typically in a business setting. Conventional occupations are often associated with office work, accounting, mathematics/statistics, information technology, finance, or human resources.

## Work Values

^ All 3 displayed

- + **Relationships** — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.
- + **Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.
- + **Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

## Work Styles

^ All 16 displayed

- + **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- + **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- + **Integrity** — Job requires being honest and ethical.
- + **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- + **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- + **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- + **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- + **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- + **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- + **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- + **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- + **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- + **Social Orientation** — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- + **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- + **Persistence** — Job requires persistence in the face of obstacles.
- + **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.

## Workforce Characteristics

### Wages & Employment Trends

**Median wages (2023)** \$26.10 hourly, \$54,290 annual

**State wages**  Go

**Local wages**  Go

**Employment (2023)** 80,900 employees

**Projected growth (2023-2033)** ■ ■ ■ ■ Decline (-1% or lower)

**Projected job openings (2023-2033)** 5,100

**State trends**  Go

**Top industries (2023)** [Health Care and Social Assistance](#)  
[Other Services \(Except Public Administration\)](#)

Source: Bureau of Labor Statistics [2023 wage data](#) and [2023-2033 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2023-2033). "Projected job openings" represent openings due to growth and replacement.

### Job Openings on the Web


**State job openings**  Go

**Local job openings**  Go

### More Information

### Related Occupations

5 of 10 displayed






- 11-9032.00 [Education Administrators, Kindergarten through Secondary](#)
- 25-2011.00 [Preschool Teachers, Except Special Education](#)
- 11-9151.00 [Social and Community Service Managers](#) 
- 25-2056.00 [Special Education Teachers, Elementary School](#)
- 25-2055.00 [Special Education Teachers, Kindergarten](#)

## Professional Associations

**Disclaimer:** Sources are listed to provide additional information on related jobs, specialties, and/or industries. Links to non-DOL Internet sites are provided for your convenience and do not constitute an endorsement.

### National Associations

▼ 5 of 12 displayed

- [ACSD](#) 
- [American Montessori Society](#) 
- [Association for Early Learning Leaders](#) 
- [Child Care Aware of America](#) 
- [Childhood Education International](#) 

### Accreditation, Certification, & Unions

- [Association of Christian Schools International](#) 