



CENTER DIRECTOR JOB DESCRIPTION

GENERAL DESCRIPTION OF POSITION: Responsible for the overall operation and administration of the Child Care Center and for implementing high quality and developmentally appropriate environment. Through the establishment of a trusting and respectful collaboration, directors will support teachers in their own professional development, through a process of observation, training, modeling, communication, goal setting and plans for implementation, as they build on their existing knowledge and develop new skills in supporting quality early childhood practice.

Responsible

FLSA Classification Status: Executive Exempt

RESPONSIBLE TO: Vice President of Center Operations

QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Care and Education or other child-related field. Two-year degree in Early Childhood Education/Child Development and 2 years experience with continuing work toward a Bachelors Degree to be completed within 5 years.
- A Colorado Department of Human Services (child care) Director Qualification (DQ). *DQ must be kept current.*
- Must have previous experience in management of an early childhood center/program.
- Must have knowledge of Minimum Rules and Regulations for Child Care Centers.
- Must demonstrate the following qualities: self-motivated, self-directed, able to make good judgments, creative, reliable, and dependable.
- Sincere interest in working with children and families and is knowledgeable regarding children's development and growth.
- Must demonstrate the ability to handle crisis situations, especially where children are involved and be able to respond immediately to any emergency situation.
- Must present a professional demeanor in behavior and dress.
- Successful completion of a post-offer, pre-employment physical examination (within 30 days of hire), TB test, back-ground screen and drug test and thereafter as required.
- First Aid and infant, child & adult CPR, and medication administration within 60-days of employment and maintain as required.

General Educational Development:

Reasoning: Apply principles of logical and/or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret a variety of instructions in written and verbal form. Deal with several abstract and concrete variables.

Language Development:

Reading: Read manuals, policies, instructions, forms, books, scientific and professional journals, financial reports, and other documents written in the English language.

Writing: Write letters, memorandums, e-mails, business reports, manuals, professional development plans, and other documents in the English language.

Speaking: Conversant in the English language in the theory, principles, and methods of effective and persuasive speaking, discussion, and debate.

Mathematical: Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Produce and interpret graphs as needed. Perform arithmetic operations involving all American monetary units.

Technology: Key-boarding, word processing, spreadsheets, database, report writing, electronic presentation, web navigation, e-mail management, file management & Windows Explorer, storage devices, scanner knowledge, copyright knowledge, computer security knowledge, etc.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

- Implements and maintains a nurturing, safe, developmentally appropriate supervised center environment consistent with the philosophy of the Early Connections Learning Centers, DHS child care licensing, and NAEYC.
- Maintains high quality standards for all classrooms and staff; interviews, trains, and supervises staff members. Coaches classrooms and staff.
- Responsible for the safe and orderly conditions of the building and grounds.
- Acts as the instructional leader by overseeing the implementation of developmentally appropriate curriculum, classrooms, teaching practices, and assessment.
- Participates in corporate and community meetings and special events as necessary.
- Adheres and enforces all policies established by the Early Connections Learning Centers.
- Monitors records of all food purchases, menus prepared, and numbers of children served at each meal to comply with the CACFP.
- Participates in annual budgeting process, monitors spending and reviews monthly reconciliation reports to stay within budget guidelines.
- Promotes the mission of Early Connections Learning Centers to the community for the purpose of good will and community relations.
- Comply with applicable universal precautions and infection control guidelines and procedures.
- Attends and participates in professional meetings and conferences that promote the latest advances in research in working with young children.
- Perform other duties as assigned.

COACHING AND SUPERVISION:

1. Provide direct, ongoing and positive supervision of the staff assigned to your center on a continuous basis. Maintain running personnel files in a timely and accurate manner, while conducting ongoing reflective supervision.
2. Orient, train and supervise the staff, Parent Volunteers, Community Volunteers and substitutes as needed. Provide feedback on an ongoing basis.
3. Follow and enforce Early Connections' policies and procedures.
4. Initiate and provide positive leadership among staff.
5. Recognizes and builds on the existing knowledge and skills of teachers through observation, reflective conferencing, goal setting and planning.
6. Address identified coaching needs of classroom staff.
7. Observes, evaluates and recommends changes in work of staff to strengthen Child Development practices being delivered and to assure quality programs.
8. Plans, implements, and evaluates the effectiveness of ongoing group training to teachers
9. Conducts CLASS assessments yearly or as needed, to assess the quality of interactions in the classroom environment in the following areas: Emotional Support, Classroom Organization and Instructional Support. This role requires yearly testing and successful completion of "Reliability" certification.
10. At least monthly provides required documentation of work with teachers detailing plans, decisions and follow up monitoring and submits to VP of Center Operations and/or Curriculum and Assessment Director for review and recommendations, if needed, on how to proceed.

FAMILIES:

1. Demonstrate an understanding and appreciation for ethnic and economic backgrounds of families served.
2. Facilitate family engagement in school readiness opportunities
3. Support the development of positive relationships between children and their families, while maintaining professional boundaries.

PROFESSIONALISM:

1. Demonstrate positive attitude and use common sense. Demonstrate sense of humor, flexibility and adaptability.
2. Be prepared, punctual and engaged in meetings and work duties
3. Adhere to program policies and procedures and accept related duties as requested.
4. Collaborate and share with co-workers and respect their opinions and contributions.

HUMAN RELATIONS AND COMMUNICATION:

1. Communicate with appropriate staff (within all departments and community) to meet the needs of the classroom, children, families.
2. Share all information with co-workers and supervisors as appropriate and communicate openly and honestly.
3. Use discretion and maintain confidentiality with matters of children, families, staff and program as appropriate.

Physical & Strength Demands:

Exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects, including the human body. Job involves sitting, standing, walking, lifting, carrying, reaching grasping, bending, stooping, crouching, pushing and/or pulling.

Position requires physical mobility, with or without reasonable accommodation to perform essential functions of the job.

I have read this job description. I understand that this job description may change at management's discretion. I meet the required qualifications for this job and can perform the essential functions, with or without, reasonable accommodation. I understand the duties and agree to carry out these responsibilities as presented.

Employee's Signature

Date

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature

Date