

## **Center Director I**

**Definition:** Provides supervision and administrative support to teaching staff and children, provides ongoing communication with public and private agencies, and support to families in a center with two or fewer classrooms or in a center designated as requiring a Center Director I by the Deputy or Executive Director.

**Reports To:** Regional Director.

**Position Supervises** Master Teacher I, Teacher, Associate Teacher, Teacher Assistant, Teacher Aide, Substitute, Classroom Volunteer and Student Teacher.

### **Essential Functions:**

#### **A. Assumes all duties of the Master Teacher and Teacher.**

#### **B. Administrative**

1. Responsible for scheduling staff in accordance with licensing requirements and site needs.
2. Manage all aspects of employee relations for all teaching staff in the center, i.e. interviewing, hiring, and terminations.
3. Responsible for maintaining enrollment at capacity.
4. Reviews performance of staff, substitutes, student teachers and volunteers.
5. Responsible for meeting all licensing regulations, agency policies & procedures and the Education Code as applicable.
6. Responsible for accurate update of records on site including but not limited to: enrollment, attendance, meal counts, daily logs, curriculum, child observations, and parent participation.
7. Conducts monthly site meetings.
8. Conducts quarterly Parent Advisory Council meeting.
9. Is the legal designee to send and/or receive legal documents (i.e. restraining orders, suspected child abuse reports, unusual incident reports, etc.)
10. Maintains confidentiality of children, families and employees of Kidango.
11. Responsible for Desired Results process.

#### **C. Health and Safety**

1. Provides a pleasant, safe, and clean environment for children and staff.
2. Assures that maintenance is completed in a timely fashion.
3. Assures that fire and earthquake drills are conducted monthly.
4. Maintains quarterly health and safety checklist.
5. Keeps inventory orders and purchases site supplies as needed.

#### **D. Direct Service**

1. Provides developmentally appropriate curriculum and activities for children.
2. Using a team approach, implements the individual goals and objectives that are set for each child through their IFSP, IEP, or developmental assessment.
3. Greets children, parents, staff and guests.
4. Meets the individual needs and interests of children in relation to their cultural, social and economic background.
5. Provides quality services to children and their families in accordance with NAEYC standards.

#### **E. Agency Promotion**

1. Works as a member of the agency team by promoting the mission and philosophy of Kidango.
2. Participates in activities that furthers own professional growth.
3. Provides accurate information. Gives tours of sites and classrooms.
4. Maintains and encourages professional, positive, constructive communication with children, families, and staff.

5. Develops and maintains positive communication with public and private agencies (including school districts, regional centers, landlords, etc.)
6. Represents the Agency at community functions as needed.
7. Assists other centers when requested.
8. All other duties as assigned by Regional Director, Deputy Director or Executive Director.

**Qualifications:**

- B.A. or A.A. in Early Childhood Education and minimum plus 2 years teaching and 2 years of supervision experience.
- Meet Title 5 and Title 22 requirements to qualify as a fully qualified site director including 3 units of administration and 3 units of infant care if directing an infant program.
- Site Supervisor Permit from the Department of Education.
- Attain 15 hours of training Hold a current and valid Pediatric First Aide/CPR, Health and Safety (EMSA) certification within 3 months of employment and maintain the certificates current by the standards of the issuing organization during the course of employment with Kidango.
  
- Ability to provide leadership and accept responsibility.
- *Able to lift 30 pounds chest high.*
- Bilingual a plus.
- Complete CCL Component 1&3 within 3 months of employment.

**Other Requirements:**

Pass health and TB screening and Department of Justice fingerprint clearance.

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