

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## CENTER DIRECTOR

**POSITION SUMMARY:** 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 three or more classrooms or in a center designated as requiring a Center Director by the Deputy or Executive Director.

### **POSITION OVERVIEW:**

- Employment Type: Full time/Exempt
- Salary:
- Location: Center Based
- Job Category: Administration and Education
- Reports to: Regional Director
- Supervises: Teacher Aide, Associate Teacher, Master/Lead Teacher, and Volunteers

### **PRIMARY RESPONSIBILITIES:**

- Responsible for scheduling staff in accordance with licensing requirements and site needs.
- Manage all aspects of employee relations for all teaching staff in the center, i.e. interviewing, hiring, and terminations.
- Responsible for maintaining enrollment at capacity.
- Reviews performance of staff, substitutes, student teachers and volunteers.
- Responsible for meeting all licensing regulations, agency policies & procedures and the Education Code as applicable.
- 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.
- Conducts monthly site meetings.
- Conducts quarterly Parent Advisory Council meeting.
- Is the legal designee to send and/or receive legal documents (i.e. restraining orders, suspected child abuse report, unusual incident reports, etc.)
- Maintains confidentiality of children, families and employees.
- Provides a pleasant, safe, and clean environment for children and staff.
- Assures that maintenance is completed in a timely fashion.
- Assures that fire and earthquake drills are conducted monthly.
- Maintains quarterly health and safety checklist.
- Keeps inventory orders and purchases site supplies as needed.
- Provides developmentally appropriate curriculum and activities for children.
- Using a team approach, implements the individual goals and objectives that are set for each child through their IFSP, IEP, or developmental assessment.
- Greets children, parents, staff and guests.
- Meets the individual needs and interests of children in relation to their cultural, social and economic background.
- Provides quality services to children and their families in accordance with NAEYC standards.
- Works as a member of the agency team by promoting the mission and philosophy of Kidango.
- Participates in activities that furthers own professional growth.
- Provides accurate information. Give tours of sites and classrooms.
- Maintains and encourages professional, positive, constructive communication with staff and families.

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

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- B.A. or A.A. in Early Childhood Education including 2 years teaching and 2 years of supervision experience.
- Meet Title 5 and Title 22 requirements to qualify as a fully qualified site director plus 3 units of administration and 3 units of infant care if directing an infant program.
- Site Supervisor Permit from the Department of Education Required
- 3 Infant/Toddler units required
- Immunization records that comply with Senate Bill 792 (immunity for measles, pertussis, and influenza)
- Required to be a mandated abuse reporter
- Ability to provide leadership and accept responsibility
- Bilingual is a plus
- Required CPR/First Aid Training Certification
- Completion CCL Record Keeping Component; 16 hours of health and safety training which includes 1 hour of nutrition training
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 35lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

**HOW TO APPLY:** To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.