



Center Director

Position Description

Reports to: The Program Manager and/or the Executive Director **This position is exempt**

Responsibilities:

This individual will shape the center environment within agency guidelines by leading, coordinating and guiding staff toward an advanced quality early childhood program. This individual must complete and maintain successful C.O.R.I. and D.C.F. checks. Complete a satisfactory physical within 6 months as well as maintain current first aid and CPR training.

Essential Functions:

- Exhibit the ability to build a team within the program/center
- Demonstrate proficient verbal and written communication skills
- Display emotional maturity and sound judgment skills
- Supervision of staff through sight and sound
- Ability to walk, sit, bend, push, stretch and in an emergency take quick physical action
- Ability to adapt to new situations and demonstrate flexibility
- Well developed leadership skills

Specific Responsibilities:

Program:

- Possess a working knowledge and effective implementation of the NAEYC regulations
- Supervise the program in accordance with the philosophy of the Guild of St. Agnes, NAEYC standards and the Department of Children and Families (D.C.F.)
- Manage and supervise the daily operations of the program/center
- Be available and/or designate a supervisor who will be responsible for the program during the hours of operation and in cases of emergency
- Prepare and submit necessary reports and documents to administrative staff
- Communicate with Human Resources in order to maintain an effective work force

Children and Families:

- Maintain effective and positive communication with families and staff members
- Monitor children's files as required by the D.C.F.
- Be a liaison for children, employees and families
- Make referrals to social service agencies as needed
- Conduct quarterly parent meetings as required by the D.C.F.
- Conduct informational tours of the facility to prospective families
- Collect and manage weekly parent/guardian fees

Staff:

- Provide leadership to ensure programs and services are successfully delivered through teaching staff
- Observe, supervise and support employees, modeling appropriate practices

- Maintain employee's files as required by the D.C.F.
- Complete management staff evaluations
- Review all staff evaluations
- Conduct monthly staff meetings

Management:

- Membership in the management team attending staff meetings, and assisting in center public relation events.
- Participate in training programs, conferences, courses and other aspects of related professional growth.

Qualifications:

- A Bachelor degree in ECE or a related field
- Knowledge of and caring for; children's physical, emotional, and developmental patterns
- Effective implementation & knowledge of learning theories and curriculum development

I have read, understand and agree with this job description:

Signature

Date