

## **Job Descriptions**

We "R" Family P-3 Academy II

### **SITE DIRECTOR**

**PURPOSE:** This person is responsible for the overall operation of the Center, and its compliance with all policies and State requirements.

#### **KEY RESPONSIBILITIES:**

In addition to the state requirements; the Site Director will have the following responsibilities:

##### **Administrative Responsibilities:**

1. Insures that all personnel work in compliance with agency policies
2. Maintains records of children's start dates, termination dates, and vacation dates.
3. Make recommendations for placement of children based on age, temperament and ability.
4. Supervise the record keeping for children's attendance and progress.
5. Assist and keep a record of all formal conferences held between parent and teachers.
6. Attend individual conferences held between parents and teachers as needed.
7. Record significant incidents and experiences observed in the children and after review by the Administrator, place the information in the child's personal file.
8. Maintain a physical environment that is conducive to optimal growth and development of the children throughout the program.
9. Participates in interviewing staff for employment and assist the Administrator in making a final decision as requested.
10. Implementing methods for effectively utilizing the services of classroom teachers, assistants, aides and volunteers.
11. Assist Administrator in scheduling shift assignments of program personnel.
12. Supervise and provide input for evaluating all Preschool Personnel-paid and volunteer.
13. Informs the Administrator of changes required to pass inspections of local authorities.
14. Attends all staff meetings.
15. Plans and implements at least one staff training meeting each school year.
16. Participating in a minimum of two training programs, conferences or courses which encourage professional growth per calendar year.
17. Informs the Administrator of needed supplies, repairs, and materials as far in advance as possible (minimum two weeks).
18. Assists Administrator in deciding on purchases necessary for maintaining a quality center at all levels

#### **QUALIFICATIONS:**

In addition to the state requirements; the Site Director must have the following qualifications:

1. Demonstrated professional skills in the areas of children's curriculum, in-service staff training, program goal setting, lesson plan development, and establishing procedures for evaluating the progress of individual children.
2. Knowledge of children's physical, emotional, and developmental patterns and demonstrated ability to discern when enrolled children may need special medical or psychological help.
3. Knowledge of general learning theories and curriculum development, and the ability to develop new and imaginative programs within the field of early childhood.
4. Demonstrated ability to develop programs for evaluating the progress of individual children

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5. Be a sensitive, spiritual, and mature individual who is able to relate well to both children and adults.

## **SITE DIRECTOR (continued)**

### **EDUCATION:**

In addition to the state requirements; the Director must have the following education:

1. A Bachelor or Associates degree in Child Care Administration or Early Childhood Education
2. Have completed a minimum of 12 units of early childhood courses: (3 units in human or child development, 3 units in an introductory class to ECE, 3 units in a theory related course and the remaining units in any ECE related course)
3. Have completed a minimum of 3units in an adult supervision course.
4. Must have a minimum 2 years of experience working with a group of at least 6 children of preschool age.

### **REPORTING RELATIONSHIP:**

1. Reports directly to the Administrator and/or Executive Director
2. Classroom teachers report directly to the Site Director.
3. Classroom aides and volunteers report indirectly to the Site Director through the teacher
4. Informs parents of their child's activities and normal behavior patterns as requested

### **PUBLIC RELATIONS:**

1. Participating in professional organizations that work for the improvement of childhood education.
2. Attend monthly local Director meetings as available, to promote the center.
3. Articulate in making prepared talks, ie., public speaking experience and ability.

### **PERSONAL COMMITMENT:**

1. Practice loyalty and integrity in relation to staff, and maintain the confidentiality of parents and Center issues on and off the job.
2. Maintain a high moral lifestyle on and off the job.