

# Job Description

Job Title: Site Director

Reports to: ECE Conference Liaison, ECE Board

Location: Name of ECE and address

Position Summary:

The ECE Site Director is responsible for the supervision and mentoring of the ECE teachers and other staff. The Site Director is also responsible for modeling and implementing the values, beliefs and ECE policies of the Seventh-day Adventist Church, along with the mission of the ECE Program. Day-to-day operations, budget, marketing, enrollment and developing positive, professional relationships with parents and the community are also part of the ongoing responsibilities of the Site Director.

Responsibilities

- Overall operations of the ECE Program
- Hire appropriate staff
- Plan and implement a yearly budget
- Implement approved ECE curriculum
- Implement approved ECE policies
- Marketing, tours, and enrollment
- Supervise, train, and mentor employees
- Create a welcoming and safe environment for the children to have the opportunity to learn and grow
- Develop and maintain a positive relationship with parents and children
- Model the Seventh-day Adventist values, attitudes, expectations, beliefs and choices that will enhance program excellence.

Qualifications:

- AA degree in Early Childhood Education along with 15 units of administrative classes or a BS degree in Early Childhood Education
- Current Child Development Site Supervisor Permit or Program Director Permit from the Commission on Teacher Credentialing
- Current Level 7 or 8 Professional Achievement Recognition certification from the Pacific Union Conference Early Childhood Education
- Experience teaching in an early childhood classroom
- Knowledge of young children and child development
- First aid/CPR
- Experience directly related to the supervision of others
- Effective leadership and communication skills
- Ability to work within and create a team atmosphere
- Computer skills and proficiency in Excel, Word and Outlook (or other similar computer software)
- Ability to lift up to 40 lbs
- Ability to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety.