

## ECE Program Site Director Job Description

The site director reports to:

- The Early Childhood Education Program Board
- Administrator
- Local Conference Office of Education Liaison
- Other

### Role

¶ This individual has direct responsibility for the overall operation of an ECE program and is counted in the student/child ratio; may also have teaching responsibilities.

¶ The director's role should be that of a team member with the administration working toward the overall philosophy and objectives of the Program.

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### Purpose

¶ This position is accountable for ensuring that the Program is a warm, nurturing, safe, and loving environment for each child, where self-concepts are enhanced, independence is encouraged and individuality respected.

¶ The director is to be a model, demonstrating the values, attitudes, expectations, beliefs and choices that will enhance program excellence.

This person is responsible for the program operating on a sound basis, meeting fiscal, legal and practical standards and objectives.

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### Personal Qualifications

The director should possess personal attributes such as:

† Honesty	Consistency	Friendliness
Initiative	Willingness to help others	Thoroughness
Diligence	Tactfulness	Broad-mindedness
Organizational skills	Punctuality	Positive outlook
† Patience	Good listening skills	Advisory skills
† Effective leadership	Good communication skills	

¶ The minimum age requirement for this position is 21 years of age. Any deviation will be at the discretion of the local ECE Board.

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## Academic Qualifications

Minimum requirements for a director are:

- Two-year degree in Child Development or Early Childhood Education
- Four-year degree in Child Development or Early Childhood Education
- Master's Degree in Child Development or Early Childhood Education
- Doctorate in Child Development or Early Childhood Education
- Years of experience may account for a reduction in academic requirements with prior approval from both the Program Board and local Conference Office of Education

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## Experience Qualifications

- Teaching experience in a child care setting
- Membership within a professional organization
- Knowledge of young children and child development

In addition, the director must have experience or education directly related to the:

- supervision of others, preferably in a child care setting
- managing a child care program
- effective leadership and communication

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## Physical Demands

The position of director requires:

- Stamina
- Enthusiasm
- Lifting
- Pushing and pulling
- Quick, sudden movements
- Other activities not directly specified
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

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## Spiritual Responsibilities

- Personal commitment and dedication to Jesus Christ and the Seventh-day Adventist Church
  - Develop and consistently apply a procedure for staff/group devotionals and prayer
  - Encourage and demonstrate the use of prayer within the classroom and during times of discipline with the children
  - Supervise the integration of daily worship, prayer and Biblical and traditional family principles within each classroom
  - Provide materials and support for teachers planning and implementing daily worship time in their classrooms
  - Provide materials and support for staff and clientele interested in learning about the Bible, Jesus, and/or the Seventh-day Adventist Church
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## **Staff Responsibilities**

- Interview all prospective employees including auxiliary staff, volunteers and interns and recommend individuals for employment
- Provide job descriptions, orientation and training for new employees, volunteers and interns.
- Plan, host and direct staff meetings
- Provide support to staff through staff meetings, in-services and the use of community and professional resources
- Coordinate annual or biennial staff training in First Aid and Infant/Child/Adult C.P.R.
- Provide supervision for all employees, volunteers and interns
- Solicit and respect the input and abilities of employees, volunteers and interns
- Conduct employee learning activities and program evaluations, both formal and informal
- Consult with the head cook when menu planning to ensure all meal components are represented in the weekly/monthly menus
- Assist the kitchen staff in coordinating the snack and meal program
- Supervise and delegate secretarial responsibilities to assigned personnel
- With the help of all employees, ensure the indoor and outdoor environment is safe and pleasant
- Supervise the maintenance of the physical environment of the Program
- Establish effective communication between employees, employees and the director and employees and the administrator
- Attend to staff disciplinary problems. Follow policy procedures for Employee Warnings and Notices
- Maintain documentation of daily occurrences at the Program regarding the care of the children or employee situations
- Be attentive to employees and offer support and practical help when questions or problems arise
- Maintain consistency in the application of policies and procedures
- Attend to all scheduling needs, enlisting the help of other personnel as needed
- Ensure the documentation and maintenance of work hours and/or time cards for all employees
- Maintain staff electronic and paper files
- Conduct payroll duties on a weekly/bi-monthly/monthly basis
- Maintain the reputation of the school by expecting professionalism, dignity and respect from each staff member
- Plan, organize and coordinate staff socials, teacher appreciation day, rewards, employee of the month, incentives, motivators, etc...
- Coordinate and oversee the completion of custodial duties

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## **Curriculum Responsibilities**

- Include curriculum materials adopted, approved and recommended by the NAD, union office and/or conference office
- Provide leadership in long range planning with regard to curriculum, the program's philosophy and goals
- Conduct/attend regular lesson plan review meetings
- Complete monthly, weekly and daily curriculum plans and communicate these plans to assistant teachers and aides, and if needed, to other teachers within the program
- Set up classroom(s) for each day with help of assistant teacher
- Plan field trips in accordance with policy, including transportation
- Procure books from the library appropriate and relevant to the current curriculum plan
- Provide annual curriculum updates, new ideas, resources and materials and Internet access
- Provide teaching staff with annual curriculum evaluation opportunities
- Ensure that curriculum is in keeping with the Seventh-day Adventist early childhood education philosophy

- Plan, implement and monitor curriculum to provide an environment that meets the emotional, physical, intellectual, social and spiritual needs of the children
  - Ensure the curriculum is based on the developmental levels of the children and consistent with early childhood best practices
  - Assist the program's leadership as they provide information for classroom bulletin boards and news mailings
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### **Teaching and Leadership Responsibilities**

- Maintain appropriate manners and respect for the children, clientele and colleagues
- Be a positive role model in manners, language and tone of voice in order to provide the best example of appropriate behavior for the children
- Foster a strong feeling of professional support and encouragement among all employees
- Establish routines for assisting children when separating from parents/guardians and foster a nurturing environment, which helps children to have a positive experience throughout the day
- Greet the children and parents by name upon arrival and departure
- See that extra care is given to the appearance of the children prior to daily departure so they are sent home clean and in appropriate attire
- Set the rules and limits of the classroom and ensure that teachers, assistant teachers/aides are aware of the limits so follow-through will be consistent
- Provide nurturance and tenderness to allow the children to become comfortable in their classroom
- Supervise and interact with the children in all areas of the program, including outdoors and during field trips
- Assist in the supervision of all activities sponsored by the Program
- Promote integral learning during meal and bathroom times; help the children learn appropriate pro-social skills, self-help skills and manners
- Treat all children with dignity and respect and allow for individual differences. Provide an atmosphere of acceptance and caring for each child
- Show individual attention to each child
- Comfort distressed children as quickly as possible
- Encourage children to verbalize feelings and ideas
- Allow children to make choices, solve problems and learn at their own pace and in their own way
- Determine when to intervene in a situation and do so in appropriate and consistent ways
- Demonstrate learning materials and lead small and large group activities
- Help the children control behavior through the use of positive, appropriate approaches as outlined in the Program's handbook
- Be familiar with and adhere to the program's policies, health and safety regulations and emergency procedures, and be ready to implement these as necessary
- Explain and demonstrate emergency procedure drills to teachers, assistants, aides, substitutes, volunteers and children
- Keep a record of daily attendance for each child
- Update classroom census on a weekly basis
- Maintain daily teacher/child ratio check sheet each day
- Be responsible for maintaining the observational records and developmental checklists for each child
- Maintain accurate records on the children's emergency information cards
- Plan, prepare and help care for both the indoor and outdoor environment
- Establish and maintain an attractive, inviting, interesting and stimulating physical environment
- Follow the Program's policy on suspected cases of child abuse and/or neglect

### **Parent Involvement Responsibilities**

- Be discrete and attentive when dealing with parents
- Provide a handbook for parent information that is in keeping with the union and local conference office policies, procedures and practices
- Establish good communication between employees and the clientele and between the clientele and the administrator
- Respond to calls, letters, e-mails and requests in a timely manner
- Develop and maintain communication links with clientele
- Distribute a newsletter on a regular basis
- Maintain the Program's website and email accounts
- Maintain clientele electronic and paper files
- Organize and promote opportunities for programs, parent education and involvement activities
- Maintain and communicate with the Parent Advisory Board
- Conduct annual Program evaluations
- Conduct potential client interviews and tours

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### **Administrative Responsibilities**

- Implement and carry out all policies as set forth by the NAD, union office and local conference office
- Establish policies concerning the operation and practices of the ECE program in accordance with NAD, union office, local conference office and regulatory agencies
- Develop and maintain a financial plan that ensures resources necessary to meet operating costs for the care and supervision of children
- Maintain communication with the Program's Operating Board and local conference office of education
- Provide general supervision of the ECE program, staff and children
- Update program census on a weekly basis
- Maintain daily ratio check sheet each day
- Keep records of expenditures and receipts (accounts payable)
- Record account receivables on a daily basis and turn in all monies to the treasurer/bank on a weekly basis and on the last day of every month (By IRS regulation: The individual receipting monies cannot be the same individual depositing monies.)
- Refer all unpaid bills to treasurer/controller for payment and recording
- Plan and organize fundraisers with the help of the Parent Advisory Board, specifically identifying the purpose of each fundraiser
- Maintain individual cumulative files (portfolios) for all employees containing employment records, in-service training and personnel information. Maintain individual health records for personnel separate from the cumulative file
- Maintain individual cumulative files (portfolios) for each child containing enrollment forms, emergency information and contact information and all personal information. Maintain individual health records for children separate from the cumulative file
- Purchase equipment, materials, supplies, books and food as necessary
- Maintain a professional liaison relationship with federal, state and local agencies as well as with the local conference and union offices
- Maintain knowledge about current licensing agency, state and city regulations and requirements; comply with licensing agency contract requirements
- Establish and maintain an attractive, inviting, interesting and stimulating physical environment
- Oversee and share the housekeeping responsibilities to maintain orderly, safe, clean and workable rooms so it projects a positive image to visitors and the general public
- Plan and direct regular or seasonal cleaning, organizing, set up and inventory

- Recognize and make recommendations to the board regarding the maintenance and improvements of the physical plant and grounds necessary for meeting health and safety child care requirements
  - Maintain a yearly calendar of events for the program, including parent conferences, open houses, staff meetings, employee evaluations, etc.
  - Participate in proposed development and grant writing
  - Participate in developing public relations advertising for the promotion of the child care program, i.e. telephone book ads, newspaper ads, etc...
  - Solicit advertisers to help defray the costs of the Program's publications and/or website
  - Ensure the health and development of enrolled children, handling illnesses, accident prevention, emergency procedures, keeping health records complete and informing parents about community resources
  - Plan and participate in staff meetings, professional organizations, conferences, lectures and other educational events
  - Conduct and record emergency procedure drills
  - Maintain accurate records and accounts with the Department of Social Services (D.S.S.) or state licensing division, Child and Adult Care Food Program (C.A.C.F.P.) and other agencies in collaboration with the administration
  - Maintain all records that pertain to the administration of the program such as employee and children's records, accounts payable and receivables, nutrition and meal standards, safety records including safety drills and material safety data sheets
  - Ensure the daily backup of the program's operational computer(s)
  - Be aware of and follow the Program's policy on suspected cases of child abuse and/or neglect
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#### **General Responsibilities**

- Properly administer children's medications per program policy and licensing regulations
  - Ensure the timely and safe opening and closing of the Program on a daily basis
  - Refill first aid containers, emergency supplies and water on a quarterly basis
  - Ensure that children are supervised, safe and secure until the parent or guardian has collected them for the day
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#### **Miscellaneous Information**

- The work week of the director will fluctuate with the needs and activities or programs of the Program
  - It is expected that the typical work schedule will be forty (40) hours per week, Monday through Friday
  - The director may choose to work either a morning shift, afternoon shift or a split shift, ensuring that there is a qualified supervisor on staff and in the building in the absence of the director
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#### **Criminal Background Check**

- The director is required to file a Release of Information form with the Department of Health and Human Services/Department of Social Services so an Adult and Child Protective Services Central Registry check can be completed
  - The director must submit his/her fingerprints or a completed Livescan form in order for a criminal background check to be completed by the local authorities
  - A second set of fingerprints or a completed Livescan form must be submitted for the purpose of searching the records of the Federal Bureau of Investigation
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## Compensation

- Compensation for this position shall be based upon the education, experience and personal qualifications of the applicant
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## Benefits

- Benefits for this position are specified in the Staff Handbook
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## Performance Evaluation

- The probationary period for this position will be \_\_\_ working days
  - A minimum of \_\_\_ evaluations will be done annually by one or all of the following: Local conference office ECE Liaison, Program Administration, employees and clientele
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## Termination

- Either the Program Board or the employee may, for any reason, at his/her or its option, and without cause stated, terminate this agreement at any time, with prior written notice being given at least \_\_\_ days to the other party. Such notice shall be given to the Program Board at the program's address and to the employee at his/her place of employment. Financial provisions for termination are detailed in the Staff Handbook.
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## Acknowledgement Page

### ECE Program Site Director Job Description

I have read and understand the site director's job description. Any questions needing clarification will be brought to the attention of the Program Board Chair and/or Program Board.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Witness

Date