Child Education Center Job Description: **0-3 years Program Director**

**PURPOSE OF THE POSITION**
The Site Supervisor is a key staffing position in support of moving CEC toward a multi-site organization with a clear Reggio-inspired identity. The Site Supervisor is responsible for providing a developmentally appropriate licensed daycare and preschool program for children ages six weeks through six years. The Site Supervisor reports to the Executive Director.

**COMPENSATION RANGE:** Exempt 58k-65K DOE includes full medical and dental employee only

**RESPONSIBILITIES**
1. **Develop and implement a developmentally appropriate Preschool Program for young children that reflect the values and goals of Child Education Center.**
   **Main Activities**
   - Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
   - Support children’s positive self-concept.
   - Ensure equipment and the facility are clean and well maintained.
   - Develop culturally appropriate programs and activities.
   - Develop activities that support an investigative, multi-disciplinary approach to early learning.
   - Coach and support program staff to do all of the above
   - 65% of the position is spent supporting teachers, children and parents daily in program

2. **Supervise children in the Infant Toddler and Preschool:**
   **Main Activities**
   - Ensure children are supervised at all times within CCL ratios (1:4/1:12).
   - Establish routines and provide positive guidance.
   - Provide a safe and secure environment for children to feel comfortable.
   - Implement positive discipline when required.
   - Clearly and effectively communicate in a manner that children understand.
   - Observe children and make note of progress.
   - Integrate special needs children in a positive and respectful manner.
   - Know, develop and implement program emergency procedures.

3. **Communicate with parents and members of the community:**
   **Main Activities**
Inform parents of program activities, events, needs and concerns through a variety of communication strategies, including: documentation panels, email, newsletter, site events and bi-annual parent-teacher conferences.

Discuss children's development with teachers, parents and identified professionals, ensuring appropriate confidentiality and utilizing research-based evaluative methods.

4. Partnership to support program administration:
Main Activities

- Know and reference confidential client files as appropriate and necessary in the classroom (observing HIPAA), including monthly attendance sheets, allergy list, and emergency contact list.
- Submit supply lists and Incident Reports in a timely manner to the admin office.
- Report concerns to the Executive Director as soon as possible.
- Work collaboratively with administrative staff to insure the maintain of program vision and goals.
- Attend, contribute and plan staff meetings and program events.
- Assists in interviewing, hiring, training, evaluating, and mentoring staff.
- Monitors parent involvement through individual and group contacts and meetings.
- Prepares and submits accurate and timely reports and correspondence as required.
- Responsible for providing some feedback on staff evaluations.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge in the following areas:
- At least 3+ years experience working with infants and toddlers is group settings.
- PITC Training and the RIE Approach Training.
- Experience supervising and/or leading a large Infant/Toddler staff.
- Child Development and Early Education theories and practices (including 15+ college course units in the field of Child Development including infant toddler growth and development Infant/toddler curriculum, preschool administration and preschool adult supervision addition to a BA/BS degree and/or a CTC permit for “Site Director”).
- MA in Early Childhood Education Preferred.
- Knowledge of blood borne pathogens, and safe handling of blood, vomit, urine and feces.
- Knowledge of safe and appropriate activities for young children 0-3 years.
- Knowledge of state regulations, policies and procedures to ensure that children are supervised and safe at all times.

Skills and Abilities

The incumbent must demonstrate the following skills and abilities:
- Ability to meet all State of California Community Care Licensing requirements for the position of “Site Director” in a licensed daycare, including: fingerprint background check and health examination.
- Ability to independently observe and supervise up to 12 young children.
- Ability to sit, stand for up to 30 minutes, squat, reach and lift and carry 35 pounds.
- Analytical and problem solving skills.
- Effective verbal, listening and written communications skills.
- Stress management skills.
- Time management skills.
- Teaching skills.
- Staff management skills.
Personal Attributes
The incumbent must maintain strict confidentiality in performing the duties of a teacher in a licensed daycare.
The incumbent must also demonstrate the following personal attributes:
  o Possess cultural awareness and sensitivity
  o Be flexible
  o Demonstrate sound work ethics
  o Be consistent and fair
  o Be compassionate and understanding
  o Evidence joy in working directly with young children
  o Sense of humor highly desirable

I have read and understood the job description for 0-3 Program Director. I understand that the description above is for information purposes and is not inclusive, and that CEC has the right to amend or add additional duties as appropriate to the role of “0-3 Program Director” and as falls within accepted industry standards and practice for a high quality licensed daycare center.

_______________________________  ________________________________  /__/____
Print employee name                  employee signature             date

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Haneefah Shuaibe, CEC  Executive Director signature       date