

POSITION TITLE	DEPARTMENT	REPORTS TO
Site Director	Education	Program Director
EMPLOYMENT STATUS	FLSA STATUS	SUPERVISES
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Teachers, Admin Staff, Assistant Teachers, Aides, Classroom Volunteers

POSITION SUMMARY

The Site Director is responsible for the overall operations of the childcare facility. Provide leadership and ongoing supervision for center staff, including, but not limited to curriculum development and oversight, personnel management, staff schedules, contract reporting, and licensing compliance. Ensures the preparation and maintenance of accurate records, updated personnel paperwork according to TRF, Licensing, and government contract compliance guidelines.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Ensures the preparation and maintenance of accurate records, updated personnel paperwork according to TRF, Licensing, and government contract compliance guidelines.
- Supervises, coordinates, and evaluates the teaching of children within the classroom environment. Responsible for reviewing and submitting DRDP and ITERS within the classroom.
- Coaches/mentors assigned teaching staff regarding creative curriculum.
- Participates in actual teaching and demonstrates and applies appropriate methods, materials and accepted practices.
- Provides mentoring based on classroom observation. Involves parents and promotes knowledge of educational activities and student development goals.
- Completes and follows up with all site visits for Community Care Licensing.
- Supervises and monitors child files and assists staff in compliance of file requirements.
- Ensures classroom staff maintain all files and records in a confidential manner.
- Issue timely notices to the Executive Director regarding evaluation due dates, staff credentials/permits expiration dates, and documents required to work on expiration dates.
- Through subordinate staff, facilitates the development of appropriate curriculum activities which comply with Title 22, Title V, ITERS/ECERS, and NAEYC best practices.
- Work with the Enrollment Coordinator and classroom staff to provide needed updates and reports to the Board of Directors and Executive Director.
- Maintains a courteous, kind, and professional demeanor in all communications to TRF staff, co-workers, clients, volunteers, vendors, other professionals and children at all times.
- Utilize a mentoring approach to supervising staff in directing child-centered activities to help children learn and grow toward desired results in accordance with program quality standards set by state, city or regulatory agencies.
- Actively supervise staff members in the West Adams Campus, including creating and maintaining staff schedules, ensuring appropriate ratio’s in each assigned classroom, on the playground, and during class activities at all times.

ESSENTIAL DUTIES & RESPONSIBILITIES (CONTINUED)

- Ensure compliance with Desired Results Developmental Profiles, children's progress, development and behavior for periodic reports to parents during parent conferences and other formats.
- Planning and Program Implementation
- Provide yearly evaluations of all Training and Research Foundation staff in collaboration with lead teachers and the Administrative Services Coordinator.
- Ensure the maintenance of clean, orderly, and developmentally appropriate learning environments.
- Discuss all concerns regarding children, parents, staff or volunteers with the Deputy Director, as appropriate.
- Represent the agency at parent, school, community, and ALSC meetings as required.
- Maintain program enrollment.
- Perform other duties as assigned by the supervisor

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree in Childcare Development, Education, or related field
- 5 years of related experience
- Current First Aid and CPR certification required
- Three-years' experience as a Site Director of an early childhood education program, which includes infant/toddler care.
- Two-years' experience working with special needs children, ITERS, ECERS, Title V, and Title 22.
- Ability to interpret educational standards

ADDITIONAL REQUIREMENTS

- Complete a physical examination (LIC 503), and provide proof of immunization for the following: influenza, Tdap, and MMR, and Current TB test.
- Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
- Completion of Childcare Center Operations and Record Keeping Orientation and Child Care Center Application Orientation
- Complete Child Abuse Mandated Reporter Training (AB1207)
- Criminal Record Clearance (DOJ/FBI/CACI)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Site Director

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

REVIEWED WITH EMPLOYEE BY

Signature: _____ Name (print): _____

Title: _____ Date: _____

RECEIVED AND ACCEPTED BY

Signature: _____ Name (print): _____

Title: _____ Date: _____

Training and Research Foundation is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.

APPLY ONLINE:

