Northern California Conference

**Job Description**

**DATE:** July 1, 2016

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** NCC ECEC Liaison

**TITLE:** ECEC Director

**Wage/Salary:** $

**ERI Category:**

**Job Code: G** **Step:**

**SUMMARY:** As the on-site supervisor, the Director is responsible for the program operating on a sound basis, meeting legal and practical standards and objectives. The director is also responsible for displaying effective leadership and communicating well with all staff members. This position requires that the director be a teacher as well.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Collects payments from clientele and holds securely for administrator to collect.
2. Keeps receipts of all approved purchases to return to the administrator for reimbursement.
3. Plans and organizes fundraisers with the help of the staff and parents, specifically identify the purpose of the fundraiser.
4. Scheduling of children: entertain questions of visiting prospective parents/children. Before allowing a child to enroll, refers to master roster of daily schedule agreements for the entire Preschool and give updates to teachers when changes occur – keeping in mind the staff/student ratio requirements by the state.
5. Maintains individual cumulative files for all staff containing employment records, in-service training, classes taken and personnel information.
6. Maintains individual cumulative files for all children enrolled in the preschool.
7. Gives potential clientele all the necessary forms to complete before enrolling.
8. Prepares list of needed items for purchase/approval: including equipment, materials, supplies, books, food as necessary.
9. Maintains a professional liaison relationship with federal, state and local as well as the Northern California Conference and Union Offices of Education.
10. Maintains knowledge about current state and city regulations and requirements; comply with agency requirements.
11. Oversees the facility, ensuring it is always neat, clean, organized and maintained so it projects a positive image to the public. Establishes and maintains an attractive, clean and safe physical environment.
12. Recognizes and recommends to the board the maintenance and improvements of the physical plant and grounds necessary for meeting health and safety childcare requirements.
13. Maintains a yearly calendar of events for the program, including parent conferences, open houses, etc. consult other teachers when making this calendar.
14. Participates in grant writing if necessary.
15. Participates in developing public relations advertising for the promotion of the Preschool program, i.e. telephone book ads, newspaper ads, etc.
16. Observes the health and development of children, handling illness at the program, accident prevention, emergency procedures, and assist administrator in keeping health records complete: informing parents about community resources.
17. Attends and participates in professional organizations, conferences, lectures and other educational events.
18. Plans in consultation with other staff members, attends and participates in the events held by preschool for the benefit of the parents, students, or public.
19. Conducts and records emergency procedure drills, fire and earthquake, on a monthly basis. Make other staff members aware of these procedures.
20. Maintains accurate records and accounts with the California state licensing division and for the county.
21. Maintains all records that pertains to the administration of the program such as employee and children’s records, accounts payable and receivables, nutrition and snack standards, safety records including safety drills.
22. Provides long-range curriculum planning.
23. Reviews and updates the programs mission statement and goals.
24. Determines the centers equipment and supply needs.
25. Plans field trips in accordance with policy, including transportation.
26. Procures library books from the library as curriculum needs dictate.
27. Supervises and interacts with the children in all areas of the program, outdoors and during fieldtrips away from the programs
28. Maintains an environment that helps each child to have a positive experience throughout the school days
29. Comforts distressed children as quickly as possible and provide an environment that helps each child develop to the fullest in each area of development.
30. Encourages children to verbalize feelings and ideas.
31. Orients, trains and supervises aides, assistant teachers and substitutes.
32. Explains the procedures for fire and tornado drills to assistants, aides, substitutes, volunteers and to the children.
33. Supervises assistants, aides and/or parent helpers assigned to work within classes.
34. Responsible for delegating classroom responsibilities, tasks, and activities as are appropriate.
35. Plans, prepares and care sfor both the indoor and outdoor environment.
36. Maintains a clean, safe and orderly environment.
37. Responsible for accomplishing routine tasks with regard to the health and safety of the children and the maintenance of the program in accordance with local and state regulations.
38. Conducts regular staff meetings.
39. Plans for in-service training, as well as first aid and CPR training.
40. Develops ideas and suggestions for improvement of early childhood education and for improving the center’s program.
41. Maintains an open, friendly, professional relationship with all families.
42. Plans and attends all school functions.
43. Knows procedures for prevention of fire, accidents, and poisoning.
44. In case of emergency, be able to take charge and be responsible for carrying out emergency plans as set forth in the emergency procedures.
45. Responsible for observing visitors and helping them as necessary.
46. Observe confidentiality of students, parents and program
47. Provides annual or bi-annual written evaluations of the teaching staff.
48. Performs the duties of the teacher when fulfilling the responsibilities of the teacher.
49. Performs other re;ated assigned duties relevant to the needs of the program.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

Personal: Honest, consistent, friendly, takes initiative, willing to help others, thorough, diligent, tactful, broad minded, organized, punctual positive and patient, exhibiting good listening and advisory skills

Academic: In compliance with State law, the following qualifications should be met: 12 core semester units- Child Development, Child Family and Community, Curriculum; 3 semester units in Administration or Staff Relations; 4 years teaching experience in a supervised group Child Care Center. Alternatives: AA degree in child development, 3 units Administration and two years teaching experience; BA degree in child development, 3 units Administration and 1 year teaching experience; Child Development Site Supervisor Permit or Program Director Permit.

**Language Skills**

The director should have the ability to read and comprehend simple instructions, short correspondence and memos. The teacher should have the ability to write simple correspondence. The director should have the ability to effectively present information one-on-one and in small group situations to students, parents and other employees of the organization.

**Mathematical Skills**

The teacher should have the ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s.

**Reasoning Ability**

The teacher should have the ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. The teacher must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Responsibility to Parents:**

Do not discuss personal matters, other children, or other parents with a parent. If you are talking with another staff person when a parent or a visitor walks in, please stop immediately and attend to the parent or visitor.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Regular attendance is required.

**Work Environment**

Tasks are usually performed under normal conditions with little or no noticeable discomfort, with the noise level at an occasional high but generally moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

**Miscellaneous Information**

The work week of the director/lead teacher will fluctuate with the needs and activities of the preschool program. It is expected that the forth (40) hours per week, Monday through Friday, will be the typical work schedule. The director/lead teacher must ensure that there is a qualified supervisor on staff and in the building in the absence of the director.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.