



JOB DESCRIPTION

Position: Center Director at Roosevelt **Department:** Children's Services
FLSA Status: Non-Exempt **Reports To:** Children's Services Manager/Director

POSITION SUMMARY

The Center Director is responsible for the supervision to staff and managing the daily operations of the assigned child care and education center, and will support the entire client family and staff through collaboration within the Davis Street mission standards. The Center Director is responsible for managing services, reporting requirements, state/federal contract requirements, and managing the center and staff within the program budget.

RESPONSIBILITIES

- Oversee assigned center to ensure quality and compliant services and outcomes.
- Implement and maintain Title 22 health and safety standards and State licensing regulations for the assigned Center; and participate in audits as necessary.
- Act as the designated contact for licensing announced and unannounced visits, and any corrective actions as necessary.
- Hire, supervise, train and monitor teachers to ensure quality teaching and appropriate child interactions.
- Provide training, support and direction to staff and oversee the special projects and social services benefiting children and families through on-going Davis Street programs
- Provide for adequate enrollment to ensure operating costs remain within budget projections for the site.
- Ensure all children are developmentally assessed and that an educational plan is developed and implemented with age appropriate curriculum that meets the individual needs of the children enrolled
- Conducts annual staff evaluations and provide coach/training as needed.
- Participate in community outreach and Davis Street special events.
- Ensure center, rooms and play areas are well maintained in a clean, orderly, and in a healthy and safe condition at all times. Monitors and expedites any work orders for the center, rooms and play areas as needed.
- Maintains appropriate staff level to ensure teacher to child ratios are met in accordance with licensing regulations and Davis Street safety standards.
- Participate in classrooms as a teacher in ratio on an as needed basis to maintain compliance of teacher to child ratios, including break and lunch coverage.
- Conduct tours of the center, information to parents concerning their children's development, abilities, and areas of concern; explains program procedures and classroom activities collaboratively with the teaching staff as requested.
- Coordinate with the Enrollment Specialist on monthly family enrollment needs and rosters, outreach, reporting procedures for child attendance is maintained efficiently and fiscal information is accurate to the Children's Services Director.
- Provides information to parents concerning their children's development, abilities, and areas of concern; explains program procedures and classroom activities as requested.



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- Monitors family enrollment to ensure reporting procedures for child attendance and fiscal information accurate as needed.
- Responsible to conduct Parent - teacher conferences timely and in accordance with program regulations or as needed.
- Report incidents of suspected child abuse of the center to proper authorities, and ensure staff is trained and certified. Document for center files.
- Plans and coordinate's monthly staff meetings to promote ongoing staff development and communication
- Provides parents with information on additional Davis Street agency services and provides referrals to outside services as needed.
- Other duties as assigned

QUALIFICATIONS

- AA or BA degree (or equivalent ECE units) in Child Development, Early Childhood Education, or a related field
- Site Supervisor Permit (or Permit eligible)
- 2 years teaching experience in a child care setting; prior supervisory experience preferred
- Current pediatric CPR/First Aid certification
- Knowledge of Title 5 and/or Title 22 childcare regulations
- Flexible, organized and ability to prioritize with superior time management skills to meet deadlines
- Excellent judgment and problem-solving skill.
- Basic computer skills using Microsoft Word, Excel, outlook and Child Care Software applications.
- Excellent communication and people skills to interact with staff, children and families.
- Ability to respect confidentiality and work sensitively and supportively with enrolled families.
- Desire to work with culturally diverse populations and varied socio-economic levels
- Must pass fingerprint clearances for all appropriate agencies
- Commitment to the mission and values of Davis Street

PHYSICAL DEMANDS

- Sit or stand for prolonged periods of time
- Lifting children or heavy items (up to 50 lbs. unassisted), bending, standing, climbing, or walking.
- Must be able to work safely in an environment containing biological conditions which may include bodily fluids and waste, germs, childhood illnesses and diseases.

This job description is not a contract of employment, and is not designed to cover or contain a comprehensive list of all duties or responsibilities that may be required for this position. Duties and responsibilities may change at any time with or without notice.

Print Name _____

Signature _____

Date _____

Davis Street values diversity and is an equal opportunity employer.