



## Center Director

<b>Reports to:</b>	Board of Directors
<b>Supervises:</b>	All Center Staff
<b>Schedule:</b>	Full Time / 40 hours/week
<b>Classification:</b>	Exempt/Salaried

### Summary

Center Director is responsible for providing oversight and leadership to the program.

### Duties and Responsibilities

- Provide leadership to all center staff, families, and volunteers.
- Work with Board of Directors to create / update all program policies, forms and parent handbook.
- Monitor center to ensure compliance of all local, MN center licensing guidelines, any MDH food service requirements.
- Staff acquisition, including advertising, interviewing, hiring, and training of staff. Completion of MN licensing required background checks, including fingerprints and photographs.
- Staff supervision, including monitoring work attendance, approve leave requests, ongoing training, planning and directing classroom work; address complaints and resolve problems; conducting performance evaluations.
- Facility management, including monitoring and acquisition of supplies, monitoring the health and safety of the facility and equipment, facility improvement to remove safety hazards, and maximize use of space.
- Create and monitor a budget, work with the Board of Directors to approve expenditures and additional funding sources. Work with Board of Directors to identify additional fundraising strategies.
- Work closely with the teaching staff to develop or identify an appropriate curriculum that meets the needs of MN state licensing, Parent Aware and the families we serve.
- Work closely with the teaching staff to develop or identify an appropriate child assessment program that meets the needs of MN state licensing, Parent Aware and the families we serve.
- Recruitment of families and marketing of the facility and its services.
- Identify communication tools for teachers / parents to building positive relationships to promote learning for the children we serve.
- Meet with parents and teachers to address any developmental concerns and progress, including addressing any learning or behavioral issues.
- Perform all other duties as assigned by Board of Directors.

### Education and Experience

- Must be at least 18 years old

- Must have a high school diploma or GED
- Must have at least 1,040 hours of paid / unpaid staff supervision experience
- Must have at least nine quarter credits or 90 hours earned in accredited courses in staff supervision, human relations, and child development
- Have or be able to obtain First Aid / Pediatric and Adult CPR certification
- Meet the requirements of a Lead Teacher

### **Key Competencies**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to do so:

- Reliable, regular attendance.
- Flexible schedule to accommodate needs for program services, supporting staff in conducting their tasks, including some long hours, evenings, or possibly weekends.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities.
- Excellent communication skills from verbal communication with parents and staff, to written communication for policy and promotional material.
- Good crisis management; able to remain cool and composed in a crisis.
- Classroom experience to understand how to handle a group of children, the importance of child development knowledge, and how to establish classroom structure.
- Understanding of local, state and federal child care regulations / statutes.
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and the community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of Prairie Pines Child Care Center and its mission. You represent the center by your actions and by your language.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and families served , following PPCC Code of Conduct.
- Pass a background check prior to hire.
- Must have valid driver's license and be insurable.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Director is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May Occasionally need to provide supervision to children that may include classroom and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.

- Specific vision abilities required by this job include: close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings, the ability to hear young children in the classroom and/or on playground.

**Work Environment**

The Director will be located primarily in an office, as a member of a team. An office / desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Board of Directors. All requirements are subject to change over time.