



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Site Director
<b>DEPARTMENT:</b>	Program
<b>REPORTS TO:</b>	Regional Director
<b>STATUS:</b>	Exempt

### **SUMMARY**

Responsible for managing the day-to-day operations of the assigned SJB Child Development Center to ensure compliance with SJB Curriculum, Policies & Procedures and State and Federal Mandates. Facilitates open communication between parents, staff and agency representatives. Provides ongoing training, guidance and support to center-based staff, children, and families.

### **DUTIES AND RESPONSIBILITIES**

- Plan, supervise and implement the program in accordance with agency policies & procedures, philosophy, mission, vision & values.
- Comply with all Title XXII, Community Care Licensing Regulations, Title V, California Department of Education, Early Learning and Care Division Funding Terms and Conditions, and Head Start Program Standards.
- Provide leadership, guidance and support to staff, children, and families.
- Conduct tours and orient new families and staff.
- Oversee and support staff in planning, implementing, and evaluating curriculum and assessments.
- Model developmentally appropriate/best practice and monitor to ensure implementation.
- Maintain a welcoming, safe and quality environment for children, families and staff.
- Provide training, mentoring and support to staff on an ongoing basis.
- Participate in and/or facilitate meetings, trainings, and workshops.
- Conduct classroom observations and provide feedback.
- Plan and implement a comprehensive parent involvement and education program to include but not limited to: parent meetings, parent engagement activities, parent trainings & support, newsletters, open and ongoing communication, home and school connections.

- Plan and implement a comprehensive staff development program to include but not limited to: mentoring, training and support, performance management, professional development plans, open and ongoing communication,
- Maintain and encourage positive relationships with children, parents and staff.
- Participate in activities that furthers own professional growth.
- Maintain and encourage professional, open and ongoing communication with staff and families.
- Represent agency at community functions as needed.
- Maintain confidentiality of children, families and staff.
- Assumes all duties and responsibilities of the Master Teacher, Teacher, Teacher Assistant and Teacher Assist/Kitchen Aide.
- Ensure Daily Health Checks are completed and documented.
- Assist at other SJB locations as needed.
- Other duties as assigned by the Regional Director, Program Director, Chief Executive Officer or Chief Financial Officer.

### **SUPERVISION/ADMINISTRATION**

- Schedule staff in accordance with Title V requirements and center needs.
- Market center to maintain enrollment at full capacity.
- Ensure necessary reports and paperwork are completed accurately and submitted within the given timeframe.
- Maintain accurate records to include but not limited to children's files, staff files, attendance records, Child and Adult Care food Program (CACFP) documents, meeting minutes, training documents, Contract Monitoring Review (CMR) documents, curriculum and assessments.
- Maintain waitlist for full fee families and enroll based on center availability.
- Order, inventory and maintain center supplies
- Submit, monitor and follow up with maintenance requests to ensure work orders are handled in a timely manner.
- Facilitate staff meetings and document agendas, sign-in sheets and minutes.
- Recruit and interview center-based staff as necessary.
- Coach and discipline staff as needed.
- Complete performance appraisals for staff at 90 days and annually.
- Evaluate the performance of staff members and meet with all staff on a quarterly basis (at minimum) to set and discuss performance goals.
- Work closely with other departments to ensure compliance and program quality.

### **HEALTH AND SAFETY**

- Ensure health and welfare of children and staff is maintained at all times.
- Mandated abuse reporter.
- Conduct regular facility inspections and report areas of concern to Facilities Department.
- Work closely with the Facilities Department to ensure center is free from safety hazards and remains in good repair at all times.

- Ensure monthly fire drills, earthquake drills, lock down drills, and annual disaster drills are conducted.
- Ensure staff understand and follow agency procedures and reporting requirements related to health and safety standards, food handling, toileting of young children, hand washing, and universal precautions with exposure to blood.
- Report safety hazards and injuries immediately and ensure proper paperwork is completed in a timely manner.

## **SKILLS AND ABILITIES**

- General knowledge of childcare including federal, state and local laws and regulations governing child care and safety; knowledge of sound techniques in all aspects of child care and development.
- Organized, creative, independent, self-motivated, enthusiastic, dependable, detail-oriented, flexible in scheduling based and prioritization, and driven by excellence.
- Must possess exceptional communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Strong interpersonal skills to establish and maintain effective business relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Thorough knowledge of office administration including efficient filing systems, office machines and equipment, and computer software such as Word, Excel, Publisher, Outlook (email & calendar)
- Skilled in customer service and employee relations.
- Must present a neat, professional appearance.
- Ability to adjust tasks and focus with composure, and in accordance with changing deadlines and priorities.
- Belief in working as a professional, cohesive team member.
- Ability to define and solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Awareness and respect for cultural differences.

## **EDUCATION AND EXPERIENCE**

- Must be at least 18 years of age.
- Bachelor's Degree (BA) is preferred in Child Development or Early Child Development.
- Site Supervisor Permit required.
- Three semester units in the care and development of infants is required for those who work with infants and toddlers.
- Must be in good health as verified by a current health screening, including a test for tuberculosis performed under the supervision of a physician not more than one year prior to employment.
- Proof of up to date immunization records to include but not limited to measles,

- pertussis, tuberculosis and influenza (annual).
- Must be able to pass a fingerprint clearance, criminal record, Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) clearance and Child Abuse Central Index Check prior to employment.
- Must possess California Driver's License and meet minimum insurance requirements for personal vehicle and have a driving record which meets the standards set forth in Administrative Regulation 4532 and 4533. If current auto insurance has a "Business Use Exclusion" it will need to be removed from your policy.
- Current pediatric CPR and First Aid certificate from an approved vendor required.
- Completion of Mandated Reporter Training as per Assembly Bill 1207. Must be completed every 2 years.
- Completion of Community Care Licensing Child Care Orientation and Record Keeping Training.
- 8 hours of Health and Safety Training to include Lead Training.
- Knowledge of Title XXII, Title V, Head Start, Creative Curriculum, Desired Results, Teaching Pyramid, Program for Infant Toddler Care (if applicable), Best Practice, Leadership/Management. Required to participate in approved training program without current experience.
- Supervisory experience necessary with background in child development or early childhood education.
- Bilingual/Biliterate a plus.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical demands and work environment characteristics described here are representative of those that must be met (or may be encountered) by an employee to successfully perform the essential functions of this job.

- **Physical Demands:**
  - ✓ Requires an employee to do the following on a regular basis: stand, walk, sit, use hands to finger, handle, feel, reach with hands and arms, stoup, kneel, crouch, crawl, talk, hear, smell, lift 35 pounds or more, move safely and quickly across surfaces on a regular basis.
  - ✓ Requires an employee to occasionally climb or balance.
  - ✓ Must be able to access and navigate each department at the organization's facilities on a regular basis.
  - ✓ Requires an employee, on a regular basis to use the following visually: close vision, distance vision, peripheral vision, depth perception, and ability to judge distances.
  - ✓ Requires an employee to use their hearing on a regular basis to: respond quickly to sounds, recognize alarms, and receive detailed information through oral communication.
  - ✓ Driving a vehicle to conduct work occasionally.
  - ✓ Requires an employee to have the ability wear personal protective gear correctly most of the day (as needed).

- **Work Environment:**

- ✓ Requires an employee to work outdoors in cold, wet and heat conditions on a regular basis.
- ✓ Requires an employee to work in a noisy environment on a regular basis.

*The above is intended to describe the duties and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Employee will initially be assigned a site, but their assignment may change from time to time without notice, as all employees are expected to work where needed without dedication to a specific location. Some employees may be located at one location for an extended period of time, which does not guarantee them that location on a go-forward basis. We are open from 6:45am to 6:15pm Monday through Friday. Employee must be able to work during this time frame.*

*This agreement does not affect your "at-will" employment with SJB Child Development Centers. "At-will" meaning separation with or without notice for any reason not prohibited by law can be initiated by either party.*