

## CAPE, INC.

**Job Title:** Center Director

**Last Update:** July 27, 2016

**Classification:** Exempt; Fulltime, 40 hours/week, 12 months per year

**Salary range:** Hourly, Commensurate with education and experience

**Benefits:** Health and Welfare insurance (medical, dental, vision), life insurance, vacation, sick leave and education reimbursement program

**Direct Report:** Center Operations Manager

**Responsible for:** Supervising all aspects of day to day operations of a center –based program.

Supervises and leads a team of teachers, assistant teachers and volunteers.

Safety compliance of teaching teams, children, parents and visitors.

**Summary:** The Center Director provides leadership and guidance. This position also provides supervision and administrative support to teaching staff and children, provides ongoing communication with public and private agencies, and support to families in a center with three or more classrooms. The Center Director manages the planning, organizing, and implementing the care, development and education of typically and atypically developing children. The Center Director may work with children individually, and in small and large groups as part of the cooperative classroom team.

### **Primary Responsibilities:**

Carry out the goals, policies, procedures and activities designed to implement CAPE, Inc. educational objectives, Head Start Performance Standards and CDE Regulations and Community Care Licensing.

### **Administrative:**

- Responsible for scheduling staff in accordance with licensing, Head Start and Early Head Start requirements and site needs.
- Responsible for maintaining enrollment at capacity
- Reviews performance of staff, substitutes, student teachers and volunteers.
- Responsible for accurate update of records on site including but not limited to: enrollment, attendance, meal counts, daily logs, curriculum, child observations, and parent participation.
- Conducts monthly site meetings.
- IS the legal designee to send and/or receive legal documents (ie. Restraining orders, suspected child abuse reports, unusual incident reports, etc.)
- Maintains confidentiality of children, families and employees.

### **Assessments/Curriculum**

- Prepares and maintains necessary and mandated records including:
- Developmental and behavioral screenings
- Desired Results Developmental Profile (DRDP) at least 3 times per year
- Ensure that teaching teams conduct and record observations of children
- Ensure that two parent conferences and two home visits are completed during the year. Maintain documentation as required.
- Analyze and aggregate assessment outcomes to ensure classroom teams continue to meet school readiness goals.
- Complete ECERS evaluation annually, making needed improvements to the environment or curriculum.
- Ensure that each child has an IDP completed with parent input
- In collaboration with the Support Services Manager, ensure that children's identified needs and goals are implemented and documented, incorporating information from IDP's/IEP's/ and IFSP's assessments.
- Submit referrals on children and families to appropriate specialist as needed.
- Ensure planning and implementation of a developmentally appropriate, emergent, anti-bias curriculum, obtaining input from parents and other staff which includes aspects of all Head Start and State Preschool components

### **Parent and Family Involvement in collaboration with the Family Advocate**

- Encourage parent involvement in all aspects of the program.
- Provide parent orientations to all new families.
- Build and maintain professional warm and supportive relationships with families.
- Have awareness of cultural sensitivity and responsiveness with staff families and children.
- Plan, coordinate and attend Center Parent Meetings with Family Advocates.
- Ensure that a monthly newsletter is generated for families, in the predominate language of the program.
- Greet families daily, and establish a positive relationship.
- Monitor teaching teams to ensure that positive interactions and service is provided to parents, families and children.
- Participate in regularly scheduled case management meetings
- Make reports of suspected child abuse to Child Protective Services (CPS) conferring with agency support staff as needed.

### **Communication**

- Works as a member of the agency team by promoting the mission and philosophy of CAPE
- Develops and maintains effective communication with parents, Policy Committee Representatives, management team and other community agencies.
- Participates in activities that further own professional growth
- Provides accurate information. Give tours of sites and classrooms.

- Maintains and encourages professional, positive, constructive communication with staff and families.
- Develops and maintains positive communication with public and private agencies and school districts
- Represents the Agency at community functions as needed.
- Conduct onsite orientation for new team members
- Attend and participate in monthly management team meetings, site supervisor and center staff meetings as required.
- Oral communications skills to effectively speak in public forums or meetings.
- Have ability to write and articulate reports with management team

### **Interactions with children**

- Encourage experimentation, exploration, problem solving skills, socialization and choice making; asking open ended questions and listen respectfully.
- Communicate effectively with children in a group settings
- Speak to children in a positive and respectful manner.
- Collaborate and establish effective working relationships with teaching staff and agency management.

### **Health and Safety**

- Observance and application of safety practices at all times, including supervision and maintaining proper ratios.
- Ensure that monitoring of indoor/outdoor environments is completed daily and monthly.
- Maintain a clean and safe learning environment for children on a daily basis.
- Complete injury reports, symptom records and unusual incident reports as needed.
- Responsible for monthly safety checklist, fire drills and disaster drills and completion of all documents.
- Communicate CAPE Inc. emergency evacuation procedures to all employees at least once every three months
- Follow HR procedure for reporting employee injuries.

### **Nutrition**

- Review and submit grocery order weekly.
- Ensure snacks and meals are served family style with an adult present at the table.
- Ensure that meal counts are documented at time of service.
- Meet food handling and safety requirements.

### **Additional Responsibilities include but not limited to:**

- Maintain a system of confidentiality of records and information on Head Start children and families.
- Assist with diapering and toileting of children
- Assist with daily routines and functions of the classroom.
- Ensure monthly reports; safety, consumable checklist and small purchase orders are accurate and submitted on time to the center Operations Manager for approval.
- All other duties as assigned by Center Operations Manager

## **Qualification Requirements**

### **Skills, Knowledge and Abilities**

- Effective communication skills – both oral and written
- Analytic skills
- Organizational skills
- Job knowledge
- Teamwork/Effective interpersonal relationship with co-workers
- Professionalism
- Comprehension of job-related responsibilities
- Detail-oriented
- Customer service oriented
- Initiative/Flexibility

**Education:** BA degree or in process of completion

### **Other Requirements**

- Possession of a valid California driver's license, reliable transportation and valid vehicle insurance
- Must hold a Site Supervisor or Program Director Permit
- Ability to work within the philosophy of the CAPE program
- Frequent significant decision and problem solving abilities

### **Desirable Qualifications**

- Previous experience in a Head Start or State Preschool program
- Bi-lingual skills; especially Spanish/English, Farsi/English

### **Physical Demands**

- While performing the duties of this job, the employee is regularly required to stand, walk, bend, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Frequent sitting on floor with children
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Ability to respond to an emergency situation by taking children to a safe area