Key Job Responsibilities

# Job dEscription for Early Chilhood education director

**EMPLOYEE NAME: HIRE DATE:**

**REPORTS TO: POSITION CLASSIFICATION:**

Position Purpose:

*To conduct and coordinate the daily educational activities of each classroom consistent with the mission of Ballard Center and state licensing requirements. Provides positive guidance to promote the physical, intellectual, social and emotional development of the children, families and staff of the Early Education Program.*

Essential Job Duties:

Manage day-today operations of early childhood education program in accordance with Kansas Department of Health and Environment Child Care licensing regulations. Provide leadership for program improvements.

* Responsible for ensuring child care staff maintain a sanitary and safe environment
* Assist staff with crisis situations and problem solving to ensure smooth daily operations
* Schedule staff ensuring that all classrooms are staffed daily per licensure child/staff ratio
* Implement management processes to improve teacher efficiencies, parent engagement, and child assessments, i.e. BrightWheel
* Oversee CACFP compliance requirements regarding child enrollment, menu planning and other program reporting
* Participate in Positive Bright Start community collaborations and trainings as required
* Prepare reports and collate data as required for compliance with grant funded activities
* Formulate policies and planning recommendation to present to Executive Director

Provide supervision and coaching of teaching staff. Assure staff have appropriate training to implement Ballard Center curriculum and have understanding of trauma informed practices.

* Evaluate performance of employees in accordance with Ballard policies, including discipline
* Build team environment within education program and overall Ballard organization

Maintain center enrollment through effective parent/caregiver communication and implementing purposeful community outreach efforts to promote the center to prospective families, community partners, and the public

* Maintain up-to-date enrollment materials
* Respond promptly to inquiries about child enrollment, schedule parent tours and maintain list of prospective enrollments
* Work with Ballard staff and others responsible for creating current and engaging website and other social media materials
* Assist parents with options for child care subsidies thorough DCF, Positive Bright Start and other options.

Participate in Ballard Center strategic planning efforts to develop and implement a long-rang strategy that achieves the mission of Ballard’s Early Childhood Education program

* Regularly monitor and evaluate Early Childhood Education outcomes
* Gather data and prepare reports for grant reporting and as requested by Board and Executive Director for sufficient and up-to-date information
* Serve as agency spokesperson on matters related to early childhood education; represent the programs and point of view of the organization to agencies, organizations, and the general public; collaborate with other child care advocates such as Positive Bright Start, tiny-K, Kansas Autism Services and Childcare Aware.

Job Qualifications:

* Must meet program director professional training and experience requirements as specified by State of Kansas licensing for child care facilities with more than 24 children
* Associates or bachelor’s degree in early childhood education preferred
* Supervisory experience preferred

Required Skills and Abilities:

* Ability to communicate effectively with diverse populations
* Knowledge of trauma-informed practices
* Knowledge of typical and atypical child development milestones
* Knowledge of kindergarten readiness metric and skills implementing curriculum to meet child and program goals
* Knowledge of licensing regulations to ensure program requirements are continuously met
* Ability to prioritize and organize work to meet multiple deadlines
* Ability to work under pressure, solve problems and effectively manage crisis situations
* Skills preparing work schedules, program information, child assessments and data reports
* Skills developing staff and building team environment

Physical Demands:

* Lift and move items up to 40 lbs.
* Sit, stand and walk for extended periods of time
* Ability to concentrate on detailed information
* Ability to handle a variety of complex decisions (normal to above average range)
* Bend, kneel and reach items
* Frequent use of hands and fingers to handle or feel objects, tools or controls
* Must be able to speak and listen effectively
* Vision abilities for close vision, color vision, peripheral vision and depth perception

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the functions of this job.

* Professional office setting with little discomfort due to such factors as noise, heat, dust, or other adverse factors
* Child care center environment with potential exposure to biofluids, blood borne pathogens, and other standard center factors
* Duties performed outside involve exposure to weather conditions, dust, loud noises, and insects
* This is a non-smoking work environment, including all premises and other such areas
* Limited travel along with associated travel risks

This job description does not state nor imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by management.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. An individual seeking an accommodation should contact human resources.

A job description is not intended to and does not create an employment contract. The Ballard Center maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature Date

Supervisor Signature Date