



Job Title:	Director, Child Development Center	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Grade:	Professional Pay Group 1B
Dept. /School:	Ben Barber Career Tech Academy	Date Revised:	11/9/2011

Primary Purpose:

Direct and manage instructional program and supervise operations and personnel. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, state minimum standards, success of instructional programs, and operation of all child development center activities.

Qualifications:

Education/Certification:

Bachelor's degree or Associate's degree in Early Childhood/Child Development

Special Knowledge/Skills:

Working knowledge of age appropriate curriculum and instruction for preschool children
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years experience a teacher of young children
Two years experience in day care administration

Major Responsibilities and Duties:

Instructional Management:

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the advisory committee about planning, operation, supervision, and evaluation of campus education program.
3. Include students and community representatives when appropriate.

School or Organization Morale:

4. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

5. Foster collegiality and team building among staff members.
6. Encourage staff members to have active involvement in decision-making process.
7. Provide for two-way communication with principal, staff, students, parents, and community.
8. Communicate and promote expectations for high-level performance to staff and students.
9. Recognize excellence and achievement.
10. Ensure the effective and quick resolution of conflicts.

School or Organization Improvement:

11. Build common vision for school improvement with staff.
12. Direct planning activities and put programs in place with staff to ensure attainment of the Child Development center's mission.
13. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote age appropriate curriculum

Personnel Management:

14. Interview, select, and orient new staff.
15. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
16. Observe employee performance, record observations, and conduct evaluation conferences with staff.
17. Make recommendations to campus Principal on termination, suspension, or nonrenewal of employees assigned to campus.
18. Work with campus-level administration and decision-making committees to plan professional development activities.
19. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Management of Fiscal, Administrative, and Facilities Functions:

20. Comply with district policies and state and federal laws and regulations affecting the schools.
21. Work with Principal to develop CD center budget based on documented program needs, estimated enrollment, personnel, and other fiscal needs.
22. Keep programs within budget limits.
23. Maintain fiscal control.
24. Accurately report fiscal information.
25. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
26. Supervise maintenance of facilities to ensure a clean, orderly, and safe center.

Student Management:

27. Work with faculty and students to develop a discipline management system that results in positive student behavior and enhances the climate of the center.
28. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
29. Conduct conferences about student and school issues with parents and teachers.

Professional Growth and Development:

30. Develop professional skills appropriate to job assignment.

31. Demonstrate professional, ethical, and responsible behavior.
32. Serve as a role model for all campus staff.

School or Community Relations:

33. Articulate the school's mission to the community and solicit its support in realizing the mission.
34. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
35. Use appropriate and effective techniques to encourage community and parent involvement.
36. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of staff assigned to the center.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.