

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Director
Program:	RV CARES
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	Teachers, Assistant Teachers, Teaching Assistants (PT), Nutrition Specialist
Purpose of Position:	Oversee all aspects of child care center operations and management including: setting tone for facility, managing curriculum, staff management, parental communication and involvement, financial responsibility, ensure compliance with licensing, coordinate activities onsite related to observation and training and to life skill sessions and therapy sessions, participate in community coalitions, provide oversight of physical facility and management of overall image of the center.
Educational Requirements:	Relevant Master's Degree or Bachelor's Degree. Child Development or Early Childhood Degree preferred.
Experiential Requirements:	Teaching and administrative experience
Additional Training required:	Fulfill requirements of Individual Staff Development Plan
Travel Requirements:	Valid driver's license and insurance. Possess personal vehicle. Extensive travel.
Additional Required Certifications/Tests/Licenses:	STARS certification CPR and First Aid certification Physical Examination TB Test Non-smoker Medication Administration Certification Criminal Background Check (CIB) Child Protective Services (CPS) check Food Handlers, if applicable
Additional Training as required by:	National Association for the Education of Young Children (NAEYC) WVDHHR Licensing Regulations USDA Child and Adult Food Care Program (CACFP)
Provisional Employment Period:	6 months

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Able to be reliable, responsible, respectful and dependable.

Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.

Must have the ability to travel.

Must successfully pass a pre-employment drug screening.

Must be eligible to meet requirements of the WV STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) as needed or requested.

Possess ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to detail.

Provide leadership in a productive team environment.

Demonstrate effective problem-solving skills.

Be a supportive and productive role model for agency and programs.

Demonstrate knowledge of early childhood education and early childhood development.

Demonstrate knowledge of developmentally appropriate practice and of safety issues relevant to early childhood.

Able to research needs of children served.

Embrace lifelong learning.

Able to work in all classrooms within the center.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Understand and adhere to State of WV Child Care Licensing Regulations, USDA CACFP requirements and reimbursement process, WV subsidy assistance program, Infant/Toddler Environmental Rating Scale.

Assist any agency representative, as needed.

Actively participate in/coordinate/ administer funding streams for RVCARES.

Facilitate program operations according to the agency Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly, and/or annual reports as required.

Demonstrate patience and understanding to staff, children and families served; discuss issues with families in an understanding way.

Stay informed of community activities and resources to ensure program is involved.

Staff Supervision

Conduct interviews, make recommendations for employment, train, supervise, evaluate, and implement progressive disciplines as needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the Individual Staff Development Plan.

Schedule staff weekly and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests.

Consult with staff regarding concerns.

Monitor lesson plans weekly.

Provide staff time to complete child assessments four times each year.

Assist in planning Agency In-Service and Program In-Service.

Review child portfolios quarterly, prior to assessment reports to families.

Conduct monthly classroom observations.

Provide staff development/certification opportunities.

Regularly monitor child's activities; monitor and update children's records.

Coordinate curriculum development and selection of materials.

Assess classroom space and assist in needed improvements.

Assist staff in solving child management problems.

Monitor assessments of children's development.

Supervise all staff.

Coordinate all activities held within building including therapy and life skill classes.

Coordinate volunteers and education students, as needed.

Facilitate and document team/teacher planning and collaborative efforts.

Request equipment repairs and consumable supplies in timely manner.

Program

Recruit enrollment and maintain waiting list.

Orient new families.

Provide ongoing, professional communication to families about child's day.

Schedule conferences with individual families twice a year and on an as needed basis.

Attend and participate in Individualized Education Plan (IEP) meetings and Individual Family Service Plan (IFSP) meetings.

Collect childcare fees and prepare receipts and deposits.

Communicate with families about past due fees, late pick-up fees, required records, and changes in family data.

Evaluate classroom (ERS) .

Notify families promptly of observed health problems or accidents occurring at the center.

Understand and adhere to mandated reporting.

Maintain high level of confidentiality.

Maintain professional relationships and positive rapport with families and community agencies.

Organize a Family Advisory Board or maintain ongoing board; assist Family Advisory Board in planning family meetings at least four times per year.

Coordinate monthly newsletter.

Prepare and approve memos and flyers distributed to families.

Send monthly EZ Care Backup to Director of Business and Finance.

Submit accurate timesheet no later than due date.

Complete all forms required such as: West Virginia Child Care Licensing Regulations, WV Department of Health and Human Resources (DHHR) Child Care Eligibility, USDA Revised: 4/08/14 5 Child and Adult Care Food Program (CACFP), Apprenticeship for Child Development Specialist (ACDS), West Virginia Infant Toddler (WVIT), Foster Grandparents, and AmeriCorps.

Update manuals of policies and procedures, family handbook, job descriptions, evaluations, and other forms as needed.

Maintain inventory by requesting supplies and equipment; submit inventory.

Submit new purchase orders prior to the beginning of each quarter.

Maintain all data programs.

Oversee all program activities including planning and facilitating regular staff meetings.

Any other duties as assigned by the Executive Director .

Signature

Date