



## **JOB DESCRIPTION**

<b><u>TITLE:</u></b>	Center Director
<b><u>DEPARTMENT:</u></b>	BumblebeesRus
<b><u>REPORTS TO:</u></b>	Program Director
<b><u>REVIEW DATE</u></b>	December 5, 2012
<b><u>APPROVED BY:</u></b>	Board of Directors

### ***General Purpose of the Job***

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The purpose is to have direct responsibility of overseeing the programmatic operation of the BumbleBeesRus facility.

### ***Scope***

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A Center Director ensures BumbleBeesRus provides a high-quality education, in keeping with the vision and goals of the organization.

### ***Essential Duties and Responsibilities***

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#### ***Facilities Management***

1. Establish and maintain a healthy, safe and fun learning /working environment.
2. Work with teachers to assure that all classrooms are safe, attractive and developmentally appropriate.
3. Provide care in classrooms as needed to meet safety and licensing regulations.
4. Handle staff complaints, concerns and conflicts.
5. Provide tours of the center to prospective families and enroll new children. Log all tours that are provided.
6. Ensure that standards of health and safety (Sanitation) are maintained at all times.

7. Maintain the facility in accordance with DOH standards.
8. Maintain center records (includes logging of emergency drills; building, fire and sanitation inspections).
9. Oversee orders of appropriate center supplies for provision of care (food, gloves, toiletries, etc.).
10. Order materials and supplies for classroom programs and activities.
11. Representative to the center in the community and acts as a liaison with other agencies.
12. Maintain an active role in professional organizations and stay current of new developments in the field

### *Staffing Management*

1. Supervise the overall program including; office manager, teachers, teaching assistants, family workers, janitors and cook.
2. Oversee the staffing of the program including hiring, terminations and annual evaluation of staff performance.
3. Annually review and provide recommendations regarding personnel and operational policies and procedures.
4. Familiar with Environmental Rating Scales (ECERS), assessment instruments for early childhood and child care program quality.
5. Prepare and evaluate curriculum that gives the children the basic skills they will need to enter and succeed in school.
6. Encourage, supervise, and discipline employees. Ensure disciplinary steps are fair, consistent, and legal. Document disciplinary actions.
7. Supervise and conduct performance evaluations on staff, to include annual goals.
8. Review timesheets prior to all payrolls for accuracy and discrepancy.
9. Provide appropriate orientation and training.
10. Supervise staff on an on-going basis, including formal documented observations of teachers and teacher assistants.
11. The Center Director shall develop a training curriculum based on assessment of the professional development needs of individual teachers. The curriculum shall include, but

not be limited to, the following topics:

- a. Preventing, recognizing signs of, and reporting injuries, infectious diseases, other illnesses and medical conditions.
- b. First aid and CPR
- c. Lead poisoning prevention.
- d. Physical activities, scheduling and conducting guided and structured physical activity.
- e. Asthma prevention and management.
- f. Setting up and maintaining staff and child health records including immunization
- g. Growth and child development
- h. Early intervention
- i. Early childhood education curriculum development and appropriate activity planning.
- j. Appropriate supervision of children
- k. Meeting the needs of children with physical or emotional challenges
- l. Behavior management and discipline.
- m. Meeting nutritional needs of young children
- n. Parent, staff, and volunteer, communication and orientation: roles and responsibilities.
- o. The selection of appropriate equipment and classroom arrangement.
- p. Safety and security procedures for fire safety, emergency evacuation, playgrounds, trips and transportation.

### *Program Administration*

1. Ensure compliance with all state and local licensing regulations.
2. Report evidence of suspected abuse/ neglect to local Department of Social Services
3. Personnel scheduling to maintain an efficient number of staff to meet the center's needs.
4. Ensure that enrollment and recertification are current.
5. Ensure that staff arrives to work in a timely fashion and follows work schedule.

6. Schedule, conduct and prepare agendas and minutes for monthly staff trainings and meetings.
7. Inform staff of licensure requirements and policy changes through regular staff meetings.
8. Locate appropriate training opportunities and make accommodations for staff to attend.
9. Organize and oversee field trips and special events
10. Providing support to staff and maintaining employee confidentiality
11. Execute the policies and procedures that ensure the well- being of children, such as:
  - a. Developmentally appropriate curriculum.
  - b. Positive behavior management plans.
  - c. Safe arrival and departure.
12. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
13. Establish relationships with individual children and families and being responsive to their needs.
14. Attend scheduled meetings with the Program Director.
15. Prepare periodic reports regarding the center.
16. Perform any other tasks deemed necessary by the Executive Director and Program Director.

#### *Parental Communication and Involvement*

1. Familiarize parents with school policies and provide new parents with orientation via parent manual.
2. Plan programs for parent education.
3. Provide families with information and assistance with community resources.
4. Maintain parent resource library.

**CERTIFICATION**

<p>_____ EMPLOYEE SIGNATURE</p> <p>_____ PRINT NAME      DATE</p> <p><b>I certify that I have read and understand the responsibilities assigned to this position.</b></p>	<p>_____ PROGRAM DIRECTOR SIGNATURE</p> <p>_____ PRINT NAME      DATE</p> <p><b>I certify that this job description is an accurate description of the responsibilities assigned to the position.</b></p>
<p>_____ EXECUTIVE DIRECTOR SIGNATURE      DATE</p> <p><b>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</b></p>	

The above statements are intended to describe the general nature and level of work being performed by the Center Director(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This job description can be amended at any time if needed.