

JOB DESCRIPTION: PROGRAM DIRECTOR

QUALIFICATIONS:

The person selected for this position will be responsible for the general daily supervision of the total center and management of employees. The person selected for this position must meet the requirements of the state licensing agency. A four-year college degree with emphasis in child care and/or Early Childhood Education and previous experience in child care is required.

This person must have a warm and friendly personality, be sensitive to the feelings and need of others, be able to relate to children, employees and parents, and be willing to fulfill responsibilities in accordance with the center's philosophy. This person must have the ability to implement a program facilitating cognitive growth and possess knowledge of supervisory and motivational techniques.

The person shall be honest and trustworthy and willing to have a background check which will support these qualities. The person selected for this position shall speak, read, and write English fluently and legibly, and communicate ideas clearly and concisely.

The person selected shall have the ability to develop and maintain effective working relationships with fellow employees and the general public. The person shall possess the ability to plan, assign, instruct and supervise the work of others.

RESPONSIBILITIES shall include, but not be limited to the following:

A. GENERAL

1. Oversee employees and report to Administrator any problem relating to the Center and personnel.
2. Conform to health, safety, and licensing regulations.
3. Handle any problems related to the administration of the center when Administrator cannot be consulted.
4. Keep records that pertain to the operation of the center.
5. Evaluate own work as a Director.
6. Submit written evaluations weekly, monthly, quarterly and annually, as required by Administrator.
7. Prepare weekly reports on school status including current enrollment, maintenance needs, scheduling needs and other pertinent information as requested.
8. Supervise the classroom management schedules.
9. Schedule the use of shared classroom space and equipment.
10. Schedule the responsibilities of employees.
11. Report and record suspected child abuse.
12. Assign classroom attendance of children to teachers.

13. Take lunch count and prepare or assign to floater lunch preparation.
14. Maintain proper ratios.
15. Maintain a record of all accidents, illnesses, or suspected neglect/abuse in written form including date, child's name, nature of illness or cause of the accident, treatment given.
16. Assign joint housekeeping responsibilities to employees.
17. Maintain confidentiality about children, their families, and other employees outside of the center.

B. FISCAL RESPONSIBILITIES

1. Collecting enrollment fees and tuition; computerized recordkeeping of client tuition fees. Keep record in provided tuition book & computerized system. Note any changes in enrollment status and send information to the Administrator. Distribute dependent care receipts to parents as requested. Distribute tax statements to clients as required.
2. Handle petty cash and write receipts.
3. Initial time sheets in any variation of employee scheduling.

C. SPACE AND EQUIPMENT

1. Manage supplies; prepare monthly shopping lists; prepare food orders; and general supply shopping.
2. Note needs of toy replacement/repairs.
3. Keep office area neat and organized and free of clutter.

D. STAFF

1. Recruitment and termination of employees, and maintaining accurate and updated employment records.
2. Maintain employee training hours; arrange for employee training sessions; hold staff meetings as needed.
3. Record employee attendance daily. Arrange for substitutes as needed.
4. Recommend employees for permanent status or separation after a trial employment period. Report on progress of new employees and quarterly evaluations of permanent employees.
5. Assist the employees in developing workable plan for using the indoor and outdoor space.
6. Plan and implement procedures for keeping accurate classroom records.
7. Appoint playground assignments.

E. ENROLLMENT

1. Enroll children on a first-come basis, making allowances where necessary to achieve an ethnic and socioeconomic balance among families patronizing the school.
2. Interview parents of prospective students.

3. Plan for the gradual orientation of newly enrolled students. Familiarize the parents of newly enrolled pupils with center policies.
4. Keep record of enrollment needs at all times and of possible contacts.
5. Maintenance of children's files, in accordance with center and state regulations.

F. PARENTS/CENTER CLIENTS

1. Maintain an active system of parent-school relationships.
2. Plan for the orientation of parents to school policies and procedures.
3. Assist with parent education programs.
4. Communicate with parents in a wide variety of ways.
5. Maintain a parent's library.

G. HEALTH

1. Plan and implement a health program for the school, including those children with special needs.
2. Keep health history records and physicians reports for children, participating parents, and employees.
3. Contact recognized agencies to help educate employees in health training.
4. Dispense and document medication to children according to the client handbook and medication policies.

H. SAFETY

1. Implement a safety program for school.
2. Oversee the implementation of printed classroom and outdoor safety regulations.
3. Plan for and conduct fire drills monthly; plan for and conduct shelter-in-place drills (2 times per year.)
4. Plan for and revise, as necessary, emergency preparedness plan.
5. Document accidents and illnesses.
6. Fill out accident reports/first aid log/OSHA declination statements as necessary.

I. CHILDREN'S PROGRAM

1. Oversee the planning for the evaluation of the students in relation to their progress, abilities, and special needs. This includes review/approval of weekly lesson plans by center teachers.
2. Arrange a sound nutritional program/menu.
3. Arrange for rest and relaxation (including naps, when appropriate).
4. Organize field trips.

J. **FOOD MANAGEMENT**

1. Plan and implement a food program based on sound nutritional principles. This includes menu planning, food ordering, and implementation of the total food program for all students of the center, including those with special diets, food allergies or intolerances.
2. Meet state and local regulations regarding meal preparation facilities.
3. Communicate with parents regarding the weekly menu (post Menu).
4. Plan and implement a food program within a reasonable budget, making adjustments as needed to avoid denying children healthful food, as well as to prevent pilfering and waste.

Statement of Understanding:

I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the company.

Date_____ Employee's Signature_____

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