

Site Director Job Description - August 2008

Valley Interfaith Child Care Center (VICCC) is concerned with the safety, love, and learning of all children. VICCC provides low-cost, high-quality, comprehensive childcare services to qualified children and families. The center is focused on the care and educational needs of children ages infant through five. The center offers year round day care Monday – Friday, 6AM - 6PM.

Position Description

This position is a full time (40 hour) position, responsible for working under the direct supervision of the Executive Director to administer the day to day operations of Valley Interfaith Child Care Center, Inc.

Essential Duties

Administration

- Assures compliance of licensing, health and safety regulation.
- Ensures compliance with USDA regulations and reporting requirements.
- Coordinates with Executive Director regarding hiring, training, evaluating and terminating staff.
- Develops training plans for the program staff.
- Oversees the implementation of curriculum and lesson plans.
- Schedules staff.
- Arranges for Subs in advance when possible.
- Plans monthly training and weekly planning meetings.
- Develops and inventories a listing of all VICCC equipment.
- Coordinates with staff to assure that the children enrolled and their families receive services from other agencies as needed.
- Performs all other duties necessary to advance the philosophy and goals of the program and VICCC as deemed necessary by the Executive Director.
- Assists in implementation of grant requirements as directed.

Human Relations

- Oversees recruitment of potential clients.
- Provides orientation for new families.
- Develops and maintains effective relationships with families.
- Creates meaningful roles and opportunities for parents to be involved with the program that build on existing skills and develop parenting techniques.
- Prepares and submits reports in a timely manner.
- Communicates effectively through parent handbooks, newsletters and correspondence with families.
- Ensures procedures that maintain strict confidentiality of family records.
- Prepares and maintains children's' records.
- Oversees parent payments / DSS payments.
- Creates and maintains staff handbook, parent handbook and staff files.
- Coordinates contact information and communications with potential family clients.

Supervision

- Supervises curriculum and provides feedback on lesson plans.
- Supervises and trains support staff and substitutes.
- Resolves day to day problems relating to staff, facilities and requisitions.
- Plans nutritional breakfast, lunch and snack menus.
- Provides new staff orientation.
- Oversees teacher interaction with the children.
- Acts as a model in appearance, speech and conduct, using eye-to-eye contact, a

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- pleasant voice and careful listening skills.
- Monitors daily student attendance and coordinates follow-up with staff as needed.
- Ensures that staff maintains accurate and orderly records/forms/files are kept for each enrolled child.
- Performs all other duties necessary to advance the philosophy and goals of the program and VICCC as deemed necessary by the supervisor.
- Supervises maintenance and cleaning of the building, playground and equipment and prepares monthly/ annual reports.
- Reports any case of suspected child abuse to Department of Social Services.

Qualifications

- Ability to work independently and with teams.
- Supervision experience.
- Highly organized and multi-task orientated.
- Professional demeanor.
- Excellent communication skills with all age groups.
- Respects and promotes the unique identity of each child and family and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.
- Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.

Requirements

- Bachelor's Degree in Child Development or Early Childhood Education.
- Experience as supervisor or state awarded certification to teach in a preschool program.
- Random drug and alcohol screening.
- TB test.
- Criminal Background Check.
- CPR/First Aid Certification.