



EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Early Childhood Program Director
DEPARTMENT:	Early Childhood
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Chief Operating Officer
SUPERVISORY RESPONSIBILITY:	Yes
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time Monday – Friday Some evenings and weekends required
REVIEWED/REVISED DATE:	May 2019

REQUIRED EDUCATION:
Bachelor degree in Early Childhood Education or related field.

REQUIRED CERTIFICATIONS:
Florida Department of Children and Families Director’s Credential

REQUIRED WORK EXPERIENCE:
Administrative experience in a school setting with familiarity with budgeting and public relations. Three years’ experience in an NAEYC accredited Center.

PREFERRED QUALIFICATIONS:
Master Degree in Early Education or related field. Five years’ experience in an NAEYC accredited Center.

REQUIRED QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Ability to orally communicate effectively with others, with or without the use of an interpreter. 2. Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services. 3. Ability to work cooperatively with colleagues and supervisory staff. 4. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to, pens, pencils, calculators, computer keyboards, telephones, etc. 5. Ability to use computer software to organize information, effectively communicates, maintain data, develop a variety of correspondences and reports. 6. Demonstrates leadership abilities. 7. Maintain open communication, confidentiality and professionalism at all times. 8. Follow and enforce Center’s policies and procedures at all time as listed in employee and parent handbooks.



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JOB SUMMARY/PURPOSE (1325 Character Max):

Manage the day to day responsibilities of the Early Childhood Education Program. Direct the development of the Early Education, curriculum and staff.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1): Program Support

1. Provide direction and oversight to the Early Childhood Program
2. Operate Early Childhood Program under NAEYC Accreditation guidelines.
3. Ensure compliance with county, state and federal regulations and accreditation requirements.
4. Hire, supervise and evaluate staff using written performance plans.
5. Supervise maintenance staff of the building.
6. Oversee budgets for Early Childhood Programs as well as School Age Programs including staff, classroom materials and related expenses.
7. Recommend personnel actions to Executive Director.
8. Manage teachers' lesson plans and curriculum instruction.
9. Participate in the development of new programs for families and children.
10. Develop and maintain collaborations and partnerships within the community.
11. Support the development and maintenance of all early learning environments, maintaining health and safety requirements.
12. Conduct tours for visitors, families and donors.
13. Represent the Center in the community.
14. Oversee volunteer program in coordination with Director of Development.
15. Process & document time off requests for staff, in addition to the staff vacation calendar.
16. Maintain the VPK sub log accuracy.
17. Understand and assist in implementing grants, contracts, budgets, deliverables, etc. that effect classrooms and staff.
18. Manage the onboarding of new staff
19. Address parental questions and concerns when they arise.

ESSENTIAL JOB FUNCTION (2): Professional Development

1. Develop and implement a comprehensive professional development program for Early Education staff, including college program.
2. Plan and direct staff training days, work days, and other training as necessary.

ESSENTIAL JOB FUNCTION (3): Research and Contracts

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| <ol style="list-style-type: none"> 3. Participate in grant and proposal writing that supports the Center's programs under the leadership of the Development Director. 4. Coordinate research, evaluation and documentation of the Center's programs, staff, and students. |
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MARGINAL JOB FUNCTIONS

These are non-essential job functions.

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| MARGINAL JOB FUNCTION: |
| <ol style="list-style-type: none"> 1. Help plan and execute research projects. 2. Participate in development activities. 3. Participate in appropriate conferences. 4. Assist in special projects. |

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a workstation without moving about	0	1-3	N/A	N/A
Sitting	Remaining in a seated position	C	5-8	N/A	N/A
Walking	To move about on foot or traverse work area	F	3-5	N/A	N/A
Pushing/Pulling	May include office drawers, carts	F	N/A	N/A	N/A
Lifting	Raising or lowering an object from one level to another	0	N/A	N/A	N/A
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder	0	N/A	N/A	N/A

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels	0
Kneeling	To bear weight on one or both knees	0

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Crawling	To move freely on hands and knees	0
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position; may also include side or backward bending of the spine	F
Climb Stair	To go up or ascend, by using the hands and feet or feet only	F
Climb ladder	To go up or ascend, by using the hands and feet or feet only	0
Driving	Operate a motorized vehicle	0
Reaching Overhead	To touch or grasp by extending a part of the body such as a hand	F
Hand: Grasping	To seize and hold one or more objects in one's hand(s); to work with the hands in placing/turning motions	C
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately	F
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them; to comprehend language	F
Speaking/Talking	Ability to express or communicated by voice words and ideas to others	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors	C

WORK ENVIRONMENT AND TRAVEL

ENVIRONMENTAL CONDITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	0
Latex	0
Extreme noise (interferes with normal conversation)	0
Wet or humid conditions (non-weather)	0
Extreme heat (non-weather)	n/a
Extreme cold (non-weather)	n/a
Hazardous waste	n/a
Fumes or airborne particles	n/a
Toxic or caustic chemicals	n/a
Risk of radiation	n/a
Risk of electrical shock	n/a
Work near moving mechanical parts	n/a
Vibration	n/a
Work in high, precarious places	n/a
Grease or oil	n/a



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Outdoor weather conditions	0
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EEO STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____