**** **JOB DESCRIPTION**

**Job Title:** Early Childhood Education Program Director

**Incumbent:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:**  ECE

**Reports to:** CEO

**FLSA Classification:**  Exempt – Full Time

**Supervises:**  Yes

**Created / Updated:** 06/2021

**POSITION OVERVIEW**

Under the direction of the Chief Executive Officer, the ECE Program Director will develop, implement, monitor, and evaluate the Early Childhood Education programs at three locations (Indio, La Quinta, Palm Desert). Provides leadership, guidance, and program continuity. Assures that all Child Care facilities and employees are licensed in accordance with the requirements of the California Department of Social Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Manages the state licensing requirements as established by the California Department of Social Services and the California Department of Education.
* Administers policies and procedures according to the standards of the Family YMCA of the Desert.
* Assures that Site Supervisors adhere to YMCA quality check guidelines.
* Assists in the development of age and quality grade appropriate programs in conjunction with Site Supervisors.
* Continually reviews and evaluates programs and services delivered.
* Implements and evaluates Character Development in all programs overseen.
* Maintains the risk management policy of the Family YMCA of the Desert.
* Keeps records essential for control, evaluation and reporting and program statistics.
* Manages the Financial Assistance for assigned sites.
* Responsible for the management and monitoring of the Food Program as established by the California Department of Education.
* Schedule and lead Site Supervisors meeting for preschool sites.
* Establishes rapport with parents; communicate events and activities.
* Adequately observe participants activities, enforces safety regulations, and applies appropriate management techniques.
* Assists in arranging for substitutes as needed.
* Assists in the marketing and distribution of program information.
* Establishes new program activities and expands program within the community in accordance with the Association and branch strategic plans.
* Assists in fundraising activities and special events as needed.
* Assists Site Supervisors with maintaining adequate enrollment levels.
* Responds to any complaints in timely manner.
* Works closely with Site Supervisors to support, create, develop, implement, and promote new or ongoing programs.
* Oversee the CPM, DRDP, ECERS process.
* Provides leadership to Site Supervisors pertaining to all fiscal management.
* Develops & monitors budgets for assigned sites. Takes appropriate action to correct variances.
* Reviews aged trail balances on a regular basis.
* Manages the annual Contract Monitoring Review, conducted by the California Department of Education.
* Assists in the recruitment and hiring of childcare staff.
* Conducts and/or attends regular Site Supervisor meetings and one-on-one conferences as needed.
* Completes performance evaluations in accordance with Association policy.
* Supervises, trains, and evaluates Site Supervisors, and provides secondary supervision to teachers and aides.
* Provides leadership to Site Supervisors to identify and meet professional staff developmental needs.
* Provides appropriate staff, volunteer, and participant recognition to promote high staff morale and low staff turn-over.
* Maintains high visibility and accessibility with all supervised.
* Represents the Association and maintains and / or develops positive relationships with other organizations in the community as agreed upon with the Chief Executive Officer.
* Leadership – Maintain a positive, upbeat role, promote, and exemplify Company values and represents departmental objectives and interests to internal and external customers.
* Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner.
* Teamwork - Develop and promote teamwork and cooperation among co-workers.
* Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
* Other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

* Bachelor’s in Early Childhood Education or similar; Master’s Degree Preferred. Experience will be considered in place of degree.
* 2 years or more experience in a leadership role for early childhood education.
* Experience and knowledge of Title V and Title 22 in addition to state contracts.

**Required Technical / Other Skills and Abilities**

* Strong computer skills in MS Word, Excel, Outlook, and Internet use.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Ability to deal with problems involving several concrete variables in standardized situation.
* Ability to travel between the three site locations frequently.

**Required Licenses/Certifications**

* Program Director Permit in the state of California granted by the Commission on Teacher Credentialing.

**PHYSICAL DEMANDS**

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position”.*

**CONFIDENTIAL INFORMATION**

This position has access to confidential information –, such as customer personal data, credit cards, medical records, etc.

**COMPANY FUNDS**

This position has access to company funds: cash register funds – cash / credit / debit card information.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

|  |  |
| --- | --- |
| *Signed - Employee* | *Date:* |
| *Signed – Supervisor* | *Date:* |

cc: Incumbent, Supervisor, Personnel File

**PHYSICAL DEMANDS OF POSITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: | ECE Program Director | | Date: | Click here to enter a date. |
| How many hours are worked per day? | | 8-10 | | |

**When completing this form, look at the job from a typical/average workday perspective.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage Time Designation** | | | | |
| **PHYSICAL ACTIVITY** | **Rarely**  **<1%** | **Occasionally 1-33%** | **Frequently 34-66%** | **Continuously 67-100%** |
| Stand | ☐ | X | ☐ | ☐ |
| Walk | ☐ | X | ☐ | ☐ |
| Sit | ☐ | ☐ | X | ☐ |
| Use hands to finger, handle or feel | ☐ | ☐ | ☐ | X |
| Reach with hands and arms over shoulder | ☐ | ☐ | X | ☐ |
| Reach with hand and arms over head | ☐ | X | ☐ | ☐ |
| Climb or balance | ☐ | X | ☐ | ☐ |
| Stoop, kneel, crouch, or crawl | ☐ | X | ☐ | ☐ |
| Talk or hear | ☐ | ☐ | ☐ | X |
| Taste or smell | ☐ | X | ☐ | ☐ |

i.e., Position requires standing 1/3 of the time.

**Does this job require that weight be lifted or force be exerted? If so, how much and how often**?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage Time Designation** | | | | |
| **WEIGHT** | **Rarely**  **<1%** | **Occasionally 1-33%** | **Frequently 34%-66%** | **Continuously 67%-100%** |
| Up to 10 pounds | ☐ | ☐ | X | ☐ |
| Up to 25 pounds | ☐ | X | ☐ | ☐ |
| Up to 50 pounds | ☐ | X | ☐ | ☐ |
| Up to 100 pounds | X | ☐ | ☐ | ☐ |
| More than 100 pounds | X | ☐ | ☐ | ☐ |

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

**Does this job have any special vision requirements? Check all that apply**.

|  |  |
| --- | --- |
| X | Close Vision (clear vision at 20 inches or less) |
| X | Distance vision (clear vision at 20 feet or more) |
| X | Color vision (ability to identify and distinguish colors) |
| X | Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) |
| X | Depth perception (three-dimensional vision, ability to judge distances and spatial relationships) |
| X | Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) |
| ☐ | No special vision requirements |

**List specific job duties that require the physical demands selected above:**

|  |
| --- |
| This position requires administrative work that will be done at the computer frequently and will need to ability to site for hours and use vision for computer use. You will be required to stand, walk, stoop, crouch, etc. occasionally up to 1/3 of your day most days. You will need to have the ability to talk or hear frequently for communication. You will frequently lift to 10 lbs. for deliver of supplies to preschool locations. Need the ability to drive to and from the site locations. (this list does not include all physical requirements and will vary day to day) |