

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Director
Program:	School Age Connections
FLSA Class:	Exempt
Position Accountable to:	Executive Director
Position(s) Accountable for:	Group Leaders, Assistant Group Leaders, Substitutes
Purpose of Position:	Oversee all aspects of the School Age Connections, including curriculum development, facility management, management of staff, parental communication and involvement, financial management and compliance with all regulations related to the school age program.
Educational Requirements:	Relevant two (2) year or (4) year degree
Experiential Requirements:	Three (3) years teaching and/or supervisory experience.
Additional Training required:	Fulfill requirements of Individual Staff Development Plan
Driver's License, Liability Insurance and Acceptable Driving Record:	Required
Additional Required Certifications/Tests/Licenses:	STARS Certification CPR and First Aid Certification Physical Examination TB Test Medication Administration Certification Food Handler's card Criminal Background Check CPS check
Provisional Employment Period	6 months

Capabilities/Skills:
<p>Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.</p> <p>Able to be reliable, responsible, respectful and dependable.</p> <p>Excellent verbal, written communication and computer skills, including knowledge of word processing and spreadsheet software.</p> <p>Must have the ability to travel.</p>

Must successfully pass a pre-employment drug screening.

Must be eligible to meet requirements of the WV STARS career pathway.

May need to be able to move file cabinets, desks, bookcases, etc. and/or unload vehicle(s) as needed or requested.

Ability to engage effectively with the public and community.

Provide direct/appropriate feedback.

Able to evaluate and/or prepare financial and statistical reports in a timely manner.

Ability to adapt, troubleshoot and present solutions in a fluid work environment.

Perform assignments efficiently and accurately with attention to detail.

Be a supportive and productive role model for agency and programs.

Provider leadership in a productive team environment.

Demonstrate effective problem solving skills.

Ability to lift tables (plastic card tables), lunch tables and chair.

Able to remove a child from an emergency situation (children between ages 5-12).

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Keep Executive Director informed on all relevant matters.

Work effectively within a diverse environment.

Participate in monthly management team meetings and committee meetings as needed.

Travel and have access to dependable transportation and personal credit card.

Understand and adhere to State of WV Child Care Licensing Regulations, USDA CACFP requirements and reimbursement process, WV subsidy assistance programs.

Assist any agency representative, as needed.

Actively participate in/coordinate fundraising for River Valley Child Development Services programs.

Facilitate program operations according to the Management by Objectives benchmarks.

Plan and implement program budget with Director of Business and Finance; prepare and submit monthly, quarterly and/or annual reports as required.

Staff Supervision

Conduct interviews, make recommendations for employment, train, supervise, evaluate and implement progressive disciplines as needed in conjunction with Executive Director for staff positions for which accountable (see above); facilitate the development of the Individual Staff Development Plan for all staff.

Schedule staff and approve bi-weekly payroll time reports and leave forms.

Approve monthly transportation and travel reimbursement requests.

Monitor lesson plans regularly.

Consult with staff regarding concerns.

Assist in planning Agency In-Service and Program In-Service.

Conduct monthly classroom observations.

Provide staff development/certification opportunities.

Regularly monitor children's activities; monitor and update children's records.

Coordinate curriculum development & selection of materials.

Assess classroom space and assist in needed improvements.

Assist staff in solving child management problems.

Supervise all staff/volunteers at the connection.

Coordinate volunteers and education students, as needed.

Program

Communicate with staff, families, children and community organizations.

Participate in team planning.

Demonstrate patience and understanding to staff, children and families served; discuss issues with parents in an understanding way.

Orient new families.

Recruit enrollment.

Conference with parents about concerns, as needed.

Collect childcare fees for deposits.

Communicate with families about past due fees, late pick-up fees, required records and changes in family data.

Prepare and approve memos and flyers distributed to families.

Stay informed of community activities and resources to ensure program is involved.

Assist with updating manuals of policies and procedures, parent handbook, job descriptions, evaluations forms and other forms as needed.

Maintain inventory by requesting supplies and equipment; submit inventory.

Perform data entry of child & family information.

Complete all forms required by WV Child Care Licensing Regulations, Child and Adult Care Food Program (CACFP), WVDHHR Child Care Eligibility and AmeriCorps.

Assist representatives of licensing, health department, fire marshal or food program monitor.

Understand children in mixed age setting.

Submit new purchase orders prior to the beginning of each quarter.

Oversee all program activities including planning and facilitating regular staff meetings.

Any other duties assigned by the Executive Director.

Signature

Date