

ASSISTED DIRECTOR

Always Report to the Owners. The Assisted Director is responsible for implementing HIGH-QUALITY services to all families and staff at the facility. Sets, exciting and meaningful learning experiences for the children and staff, and maintains knowledge of current changes in the early childhood field.

Education and Experience Requirements Education: General High School Diploma or Equivalent, and at least 10+ years managing a licensed child care center. Minimum Associates Degree in Child Development or a related field, with 10+ College Hours in Business. Experience with managing a center of 10+ Teachers, and experience with operating a center of Full Capacity. Hold a valid Texas Driver's License and has a clean Driving Record. Additionally, must maintain a current 2 hour driver's safety course annually, and must be certified in CPR and First Aid. The Director should hold a Current Food Handlers Permit.

Qualifications

- Professionally prepared as a Leader of Child Development.
- Meeting the requirements of licensing agencies to operate and run a licensed child care facility.
- Able to work effectively with multiple staff members, balance and prioritize multiple requests.
- Sensitive to the needs of young children and familiar with early childhood theory and practice.

Skills

Ability to run the center to EXCEED the State required Rules and Regulations

Generate Monthly Profit & Loss Reporting

Updating children and Staff files

Ability to drive a 15 Passenger van

Ability to implement the Child and Adult Food Program

Ability to tour potential clients

Ability to enroll families into the program

Ability to communicate with staff and model the appropriate ways to speak and behave

Ability to implement ETIQUETTE into the program

Ability to host and conduct Monthly staff meetings

Principal Duties and Responsibilities

1. Provides guidance and leadership to staff to emphasize the importance of the program achieving high standards of quality, internally and through public and private sector partnerships.
2. Reviews and analyzes monthly financial and statistical reports to assess the budget status and to initiate preventative measures if any problems appear to be predicated.
3. Oversees and monitors agreements for the purchasing of goods and services assures that bids are solicited in accordance with state and federal regulations.
4. In conjunction with the Child and Adult Food Program, assures that the program serves the number of eligible children for which it is funded.
5. Reads management and leadership materials and program-related materials to keep abreast of developments in comprehensive early childhood programs.
6. Works with other organizations in the community to foster collaboration as defined by federal Head Start.
7. In conjunction with the Board of Directors, staff and Policy Committee, leads planning meetings in which long and short-term goals for improvement are established.
8. Conducts a complete Community Assessment every three years and an up-date during the intervening years.
9. With input from program participants and the staff, develops a funding application every year.
10. In conjunction with the Owners, seeks additional outside funding for the program.

11. Facilitates the continuing professional development of all staff as part of the commitment to excellence.
12. Maintains effective, appropriate communication with the Owners, including:
 - a. Attending all regular and special meetings, and committee meetings
 - b. Providing a written report to the Owners of the fiscal and programmatic status of the program and of the administrative activities since the last meeting monitoring results, and strategies to resolve problems
 - c. Communication of relevant information from the funding sources
 - d. Provision of training for new managers and Periodic refresher for every manager on their roles and responsibilities.
13. Monitors the implementation of the responsibilities of employees through observation, monthly supervisory meetings, team meetings, and review of files and documentation.
14. Assumes an active role in the annual program self-assessment.
15. Assures remediation of any non-compliances found in delegate or grantee assessment, and incorporates recommendations into planning for the improvement of the program.
16. Provides and/or secures training and technical assistance for all staff.
17. Maintains a close working relationship with the Owners which provide the Director with information for budget writing and the status of the budget to facilitate effective oversight of expenditures.
18. Hears and resolves community complaints about the program, seeking input from staff, parents, or the Owners, as needed.
19. Carries out the function delineated in procedures for staff grievances.
20. Hires, and if necessary, fires staff, complying with applicable laws, regulations, Agency Personnel Policies and Procedure assures parent input into the hiring and/or firing of staff prior to seeking their approval for the personnel action.
21. Completes and submits regular reports to the funding sources, the Owners, and the Policy Committee.
22. Monitors the program's administrative cost, assuring it does not exceed the allowed amount.
23. Monitors the program's non-federal share to assure that the amount required is met. Meets with staff, parents, and the Owners to develop strategies for increasing the amount of the program's accumulated non-federal share, if necessary.
24. Maintains open lines of communications with the Owners.
25. Negotiates final contracts for space, seeking to secure the lowest rate possible.
26. In consultation with the Education Coordinator, assures that classrooms and playgrounds are well-equipped.
27. Salary Negotiable

Physical Requirements

28. Must have the ability to:
29. • Lift up to 40 lbs.
30. • Repetitive bending, stretching, and stooping
31. • Have mobility required to ensure the safety of the children
32. • Work with children on the floor
33. • Work outdoors in any variety of weather
34. • Fully capable to have visual or hearing capabilities consistent with licensing safety requirements
35. • Perform light duty cleaning
36. • Light typing and work processing