



**Children's
Service Society**

Child Care Resource
& Referral ~ Metro

Job Description Form

Position Title: Our World Play School and Training Center Director

Program: Care About Childcare

Reports to: Program Director

FLSA Status: Exempt

EEOC:

General Summary:

Oversee the efficient operation of the Refugee Child Care Center and 'Caregiving Essentials' Mentoring Program

Essential Job Functions:

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Attend and participate in special events when possible to provide a collaborative and cohesive approach to Children's Service Society and Care About Childcare's vision and mission
- Develop and maintain relationships with the Office of Childcare, State Child Care Licensing agency, Children's Service Society and Care About Childcare administration
- Provide outreach and coordination with collaborative agencies and various refugee support programs
- Correctly fill out and submit agency, department and center paperwork in a timely manner
- Maintain & Update outlook calendar and inform supervisor of schedule changes and needs
- Communicate with co-workers and team members in a positive, respectful and professional manner. Be willing to work on good communication techniques, team-building techniques and other ways to improve the CAC team
- Keep personal use of time to a minimum. Follow CSS policies and procedures, dress appropriately, and represent the agency in a positive manner
- Respond to all agency, parent and community inquiries and complaints in a timely manner, seeking guidance from CSS & CAC administration if needed
- Follow the guidelines dictated by OCC
- Assume other duties and responsibilities as assigned by and agreed to with the CSS-CAC administration

Child Care Center Daily Operation Duties:

- Coordinate with the Program Director to develop a yearly program plan. Assure that the duties on the program plan are completed successfully
- Update monthly progress on the program plan report
- Develop & maintain a separate filing system for Center paperwork and Caregiving Essentials Program
- Oversee the families registration process, and maintain accurate and complete records
- Develop a yearly budget and maintain the budget assigned to the child care center, purchasing appropriate supplies, equipment, and materials following CAC purchasing guidelines and procedures
- Plan and provide nutritious snacks and ingredients for food projects for the children
- Maintain stimulating and orderly program spaces
- Provide a high quality, developmentally appropriate curriculum for the children
- Provide planning and implementation of the program, hours of operation, center schedules, Schedule will be partially dependent on the needs of the refugee community for child care services
- Maintain licensing standards at all times
- Establish emergency procedures that meet or exceed all safety and licensing standards and ensure that these procedures are followed
- Director & staff must be familiar with the emergency procedures listed in the Health & Safety Plan Handbook
- All staff must have the ability and willingness to work a flexible schedule that may include occasional weekends and evenings
- Oversee trainees attendance and keep accurate records for trainees payroll processing
- Collaborate with the Program Director to maintain coverage for the center
- Maintain program attendance/ratios at appropriate levels
- Outreach for the purpose of maintaining program enrollment for families wishing to use the center
- Conduct program tours and periodic open house/registration events to the refugee community

New Center Staff & Licensing Renewal Duties:

- Coordinate with Program Director to assure new staff and licensing renewal regulations are met
- Assure that new staff members and trainees to the program are **hired** in conformity to state/county licensing agency regulations (fingerprints, background checks, CAC & CCL data base updates)
- Assure that new staff members and trainee to the program are **trained** in conformity to childcare licensing agency regulations (Pre-service Orientation) prior to working with the children and documented in the staff file
- Assure that new staff members and trainees to the program are First Aid/CPR certified and have a valid Food Handlers permit

- Assure that yearly licensing training requirements are being met including completion of Licensing's 'Rules Training'
- Update Fire and Kitchen inspections and City Business License in preparation for Child Care Licensing's yearly renewal process
- Review and update the centers Health & Safety plan yearly. Maintain all staff records, including updating the Pre-Service Orientation manual prior to new staff being hired
- Submit licensing renewal request, required documentation and all applicable fees within 30 days of current license expiration date

Caregiving Essentials Mentoring Program Duties:

- Coordinate with the Program Director to maintain the fidelity of the Caregiving Essentials Mentoring Program
- Recruitment and retention of program participants including accepting applications and participating with the Program Director in the choice of trainees as openings in the program become available
- Offer a New Trainee Orientation to help prospective participants understand the scope of the mentoring program, also to introduce the services offered by Children's Service Society and Care About Childcare, and to help them set training goals
- Assess the needs of the trainee and the center and make a tentative work/training schedule
- Plan and facilitate individual or small group trainings on the basics of caring for children
- Coach and supervise the daily duties of the trainees while they are working with the children
- Conduct performance reviews and goal reviews with the trainees
- Arrange with the Program Director a time to hold observations of the trainees engagement in the mentoring program
- Arrange with the Program Director a time to hold observations of the trainees interactions with the children
- Issue a certificate of completion at the end of each Section indicating training on the licensing rules that has been successfully completed
- Encourage participation in additional training classes including schedules and registration for CAC Career Ladder Child Care classes, arrange for interpreter services as necessary
- Attend 1 Career Ladder course per quarter
- Provide technical assistance on phone or in person to trainees including answering questions concerning the Licensing of Family Child Care Providers, Start-up Business issues, Start-up Reimbursement Grants, Care about Childcare and Lending Library Information.
- Hold a "commencement" event for trainees who have completed the mentoring program
- Work with the CAC Program Director to evaluate the mentoring program in areas including, but not limited to, proper implementation of curriculum and lesson planning, program quality control, and the process of recruitment and retention of program participants

Knowledge, Skills, and Abilities:

Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual

Knowledge of Care About Childcare Policies & Procedures

Knowledge of Utah Childcare Licensing requirements and meets at least minimum requirements for a center director

Skill in operating equipment, such as personal computer, software and IT systems

Skill in oral and written communication

Ability to communicate with employees and business contacts in a professional, courteous manner

Ability to work independently and also in a team environment

Ability to organize multiple work assignments and establish priorities

Ability to negotiate with others and resolve conflicts, particularly in sensitive situations

Ability to pay close attention to detail and to ensure accuracy of reports and data

Ability to make sound decisions using available information while maintaining confidentiality

Education and Experience:**Requirements:**

Bachelor's degree in a directly related field or an equivalent combination of directly related experience, training, and/or education preferred. Must have a minimum of a Child Development Associates Credential plus four years of paid professional experience working directly with children.

And

Must have a minimum of four years training adults in best practice and child development, and have had direct responsibility for professional development of adults and demonstrated knowledge of adult learning and training.

Other Requirements Include:

Excellent English verbal and written communication skills, and the ability to evaluate and solve problems in a professional manner.

Behavioral Characteristics: Welcoming, Nurturing, Determined, Hopeful, and Genuine

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling			X	
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.