



## Childcare Program Director I & II

**Position summary:** To manage all facets of Playful Minds, LLC program. Assist and monitor children's development progress. Plan appropriate educational activities. Enhance growth, and maintain a sound working relationship with providers, children, parents, and outside agencies. Work on obtaining NAEYC accreditation, including standard updates and changes.

**Reports to:** Executive Director, Owners

**Supervisory responsibility:** Teachers, Office Manager, Cooks, Volunteers

**Salary range:** \$50k to \$65k per year used to calculate exempt annual compensation.

### Required education and experience:

1. Associates or Bachelor Degree in Early Childhood Education or related field;
2. Lead Teacher qualifications;
3. 6-months work experience as a Lead Teacher in a similar setting;
4. 2-credits Child Care Administration; AND
5. 2-credits Early Childhood Education.
6. Director II: role must have additional 2-credits in other administrative topics.

### Additional eligibility qualifications:

1. MA EEC certification for MA locations.
2. Evidence of medical physical within 1-year of employment and a statement from a physician that the applicant can do the job.
3. Evidence of mandatory vaccinations or immunity to communicable diseases (including TB).

### On-going education, training, certification:

1. Annual CPR and First Aid, Infant & Child.
2. Maintain certification with MA EEC and/or CT OEC.
3. Participate in required professional development annually.

**Travel:** To and from other PMLC locations and occasional offsite training.

### Responsibilities/Core Functions:

- All staff serve as mandated reporters as stipulated under state laws governing center locations.
- All staff ensure all needs of children are met.

#### Program administration and oversight:

- Ensure the health and safety of the children in the program.
- Ensure compliance with MA EEC and/or CT OEC laws and regulations at all times.
- Administer day-to-day operations consistent with all Playful Minds policies and procedures.
- Stay current on all staff licensing standards and staff to child ratios.
- Ensure daily program cleanliness: includes washing, vacuuming floors, and other general light housekeeping tasks.
- Ensure regular progress reports are written and distributed to parents.

#### Staff:

- Assign staff to program schedule maintaining staff to child ratios.



- Prepare annual Staff Handbook. Make and distribute changes as policies as they occur.
- Plan and conduct annual staff orientation and regularly scheduled staff meetings/professional development.
- Oversee teachers with classroom management and parent involvement.
- Schedule and regularly conduct a meeting with each staff member and maintain notes of the meeting.
- Plan and facilitate continuing education options and certification achievement for staff.
- Arrange substitutes when needed.
- Ensure there is at least one staff member trained in medication administration. And medications are stored and administered according to MA & CT DPH regulations.

#### Children:

- Enroll children according to program policy.
- Plan for and oversee the arrival of new children to the program.
- Always be aware of what is happening in classrooms.
- Be aware of the unique needs of children with special needs and ensure appropriate adaptations occur.
- Monitor and oversee children's developmental progress.
- Ensure children are with the appropriate/approved age group.

#### Parents:

- Interview parents of prospective enrollees. Conduct program tours.
- Distribute Parent Handbook of program procedures and policies to each new family.
- Ensure all required forms are completed and filed for each child enrolled.
- Plan for and conduct parent/child orientation.
- Plan for and conduct Parent Participation and Education program.
- Regularly and promptly notify parents of program activities, new policies, and education opportunities.
- Be readily available to parents for meetings and to address their questions/concerns.

#### Curriculum:

- Oversee the implementation of curriculum standards of MA & CT.
- Plan and implement appropriate educational activities.
- Work with owners and other administrators to obtain NAEYC accreditation and ensure standards are changed and implemented.
- Financial:
- Work with owners to develop the annual budget. Manage program within the approved annual budget.
- Oversee the collection of tuition and fees.
- Review, approve, and authorize payroll processing and accounts payable.

#### **Other responsibilities:**

- Monitor and ensure the facility and equipment follow Massachusetts or Connecticut health department, environment protection, fire safety standards, and other criteria.
- Remain on premises during all active hours or designate a qualified staff member as acting director during the absence.
- Maintain all records of the program.
- Oversee daily cleaning and care of space.
- Purchase equipment and supplies.
- Plan and manage the inventory of supplies and indoor/outdoor equipment.

#### **Skills/Competency:**

- Strong verbal and written communication skills.
- Cultivate and maintain an atmosphere of teamwork.



- Genuine enjoyment when working with children.
- Comfortably engage with students, staff, and parents.
- Easily and compassionately address student's needs and engage/counsel parents.
- Quickly and effectively problem solve complex situations.
- Enhance program growth.
- Maintain sound working relationships with service providers and outside agencies.
- Other performance indicators:
- Build strong, professional relationships with community resources.
- Actively engage with community resources and refer to them when children and/or families have physical or emotional needs.
- Actively represent the program when in the community.
- Effectively interpret program to community groups.
- Participate in community events which provide an opportunity to highlight advocacy for children and families.

**Work environment:** Office work. Classrooms. Outside play areas.

**Physical demands:** Lift children up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

**Expected hours of work:** 8.5 hours per day during the center's core hours with an unpaid 30-minute meal break. Additional availability before and after core hours to respond to emergencies or staff coverage issues.