

Center Director

Supervise center activities, facility, and staff. Assure adequate supervision of children being transported to and from centers.

ESSENTIAL FUNCTIONS

Key Performance Area – Center Director

Supervision:

- Provide direct supervision of staff and volunteers at center
- Follow-up with staff to assure timely paperwork submission
- Provide direct supervision to KCI staff centered on developing strategies for increasing skills through use of observations, *Coaching to Fidelity* reports, CLASS reports, Professional Development Plans, Mental Health observations, Teaching Strategies Gold, and other tools
- Ensure staff observes and records children's assessments/outcomes into Teaching Strategies Gold
- Follow-up with staff to ensure individualization is evident, well documented and provide guidance
- Follow up with staff to ensure lesson plans is completed, documented and provide guidance
- Work collaboratively with supervisor to follow staff discipline procedures
- Conduct performance appraisals in May of each year
- Conduct introductory performance appraisals for newly hired staff within 90 days of hire

Compliance:

- Assure ratios are appropriate for supervision of children in accordance with Municipal Licensing standards and all staff, children and volunteers are signed-in correctly
- Plans and evaluates monthly center fire and earthquake drills
- Ensures center is in compliance with Municipality Licensing codes, Municipality Fire codes, and Municipality Food & Sanitation codes. Corrects any non-compliance issues noted on inspection reports
- Provides quarterly CACFP Site Reviews to Early Head Start Manager and corrects any non-compliance issues

Facilities:

- Assist in assuring safety of centers by providing oversight of playground checklists, daily classroom responsibility checklists, facilities maintenance requests, and enforcement of safety procedures
- Ensures center is in compliance with KCI Health, Nutrition and Oral Health and Safety & Sanitation checklists
- Work collaboratively with the Facilities & Transportation Specialist to prioritize work orders and janitorial services
- Renews annual Emergency Evacuation MOA

Transportation (East & Muldoon Centers):

- Coordinates staff coverage on buses and ensures attendants follow KCI transportation policies
- Assists in transportation transitions
- Trains new bus attendants on KCI transportation policies
- Assists on buses as needed

Billing (East fee based classroom only):

- Works with finance manager and bookkeeper to correctly route and record billing for services
- Assists parents to navigate the CCA program, helps establish KCI payment agreements

Key Performance Area – Family Partnership Building

Family Partnerships:

- Assist with crisis intervention as needed
- Assist in the transition process as families move into and out of the Head Start program
- Participate in the referral processes (disabilities services, health, family services) as needed
- Assure adequate home visit and parent conference completion
- Monitor and review bi-annual staffings, provide follow up guidance

Parent Involvement:

- Assists and supports parents in identifying how to participate in Head Start and monitor parent involvement activities
- Maintain positive one-to-one contact to assure parent awareness of the daily activities their children participate in
- Attend Parent Committee Meetings and assist families and staff in planning their content

Key Performance Area – Classroom

- Provides direct coverage in the classrooms daily as assigned by supervisor
- Assist with key transition times
- Assist with children who are experiencing difficulties in the classroom
- Provide guidance and support for classroom staff to implement recommendations by Mental Health Consultant's observation report

Key Performance Area – Work Habits and Practices

- Report to work, on a regular basis, as scheduled
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Attend and participate in staff meetings and training sessions
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties

Key Performance Area – Recordkeeping and Reporting

- Ensures all Teaching Strategies Gold documentation is completed per the KCI Education Service Plan
- Assures accuracy of child file information by logging communications with families on to Family Contact Report and filing information received according to guidance provided
- Complete Teaching Strategies *Coaching to Fidelity* checklists twice a year

Key Performance Area – Communication

- Follow calendar, Teamwork Times, and memorandums to assure current knowledge of agency happenings
- Create and distribute center specific newsletter that informs participants and management of center happenings
- Complete monthly report to assure inclusion in agency monthly report to Board, Policy Council, and other interested parties

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Daily adjustments to schedule may be necessary to meet the needs of families as requested

Participate in planning or self-assessment process as directed

Revised April 2017

PC Approval: July 22, 2013

Position Information

Reports to: Education Manager

Supervises: Center Assistant Teachers and Teachers

Requirements: Bachelor's degree in Early Childhood Education or related degree + 12 months experience supervising other adults

Required Certification and Licenses: Driver's License (requires daily access to personal vehicle that is insured for purposes of home visiting and community contact)

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

Bachelor's Degree	Graduate Degree
\$25.06	\$26.60

Introductory Period: 90 Days

Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities: See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due on the 15th (or last working day prior to the 15th) and the last working day of each month.
- Pay dates are twice per month 3-7 days from the date timesheets are due.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____