

Center Director

The Center Director provides vision and leadership to education staff in creating a positive learning environment where Head Start children gain the skills, knowledge and attitudes that lead to future school success. The Center Director supports teachers and assistant teachers to become great early childhood educators by engaging in their professional development, modeling effective teaching practices, and implementing agency policies and procedures. By ensuring their classrooms provide a supportive, inclusive, welcoming environment every day, the Center Director plays a critically important role in fostering a sense of belonging and safety for staff, families, and children.

ESSENTIAL FUNCTIONS

Key Performance Area – Center Director

Supervision:

- Supervise staff and volunteers at center
- Provide reflective supervision and/or coaching to EHS staff (Mountain View only)
- Support teachers and assistant teachers to improve their teaching practices through use of classroom observations, individual staff feedback, *Coaching to Fidelity* reports, Classroom Assessment Scoring System (CLASS) reports, Professional Development Plans, Mental Health observations, My Teaching Strategies child outcome assessments and other tools
- Ensure that staff regularly record high quality assessment observations for every child into My Teaching Strategies
- Support the provision of effective individualized services that meet the developmental needs of each child by monitoring teachers' lesson plans, individualization practices and documentation and by providing feedback
- Work collaboratively with supervisor and Human Resources to follow staff discipline procedures
- Support staff's professional development and growth by completing performance appraisals for newly hired staff within 90 days of hire and for all staff in May of each year

Compliance:

- Ensure the safety and promote the wellbeing of all children, staff and volunteers by
 - monitoring all center activities for appropriate supervisory ratios (in accordance with Municipal Licensing standards)
 - ensuring staff, children and volunteers are signed into the classrooms correctly
 - planning and evaluating monthly center fire and earthquake drills
 - monitoring compliance with Municipal Child Care Licensing codes, Municipal Fire codes, and Municipal Food & Sanitation codes and correcting any non-compliance issues noted on inspection reports
 - conducting quarterly Child and Adult Care Food Program (CACFP) Site reviews, reviewing results and any needed corrections with the center director for that site and correcting any non-compliance issues at designated site
 - Monitoring playground checklists, daily classroom responsibility checklists, facilities maintenance requests, and the implementation of routine safety procedures
 - maintaining compliance with KCI's Health, Nutrition and Oral Health and Safety & Sanitation checklists
 - working collaboratively with the Facilities & Transportation Specialist to prioritize work orders and janitorial services
 - renewing annual Emergency Evacuation Memorandum of Understanding with designated shelter-in-place provider

Billing (fee based only):

- Work with families, the Education Manager, and the Bookkeeper to correctly route and record billing for services
- Assist parents to obtain and maintain child care assistance contracts
- Help establish KCI payment agreements as needed

Transportation (East and Muldoon):

- Coordinates staff coverage on buses and ensures attendant follows KCI transportation policies
- Assists in transportation transitions
- Trains new bus attendants on KCI transportation policies

Key Performance Area – Family Partnership Building

Family Partnerships:

- Assist with crisis intervention as needed
- Participate in the referral processes (disabilities services, health, family services) as needed
- Ensures that teachers complete home visits and parent/teacher conferences
- 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

- Assure integration of all curricula in the classroom through the review of the lesson plan, environment, and daily schedule.
- Provides direct coverage in the classroom each day for one hour during lunch time and as needed (Ridgeline only)
- Assist with children who are experiencing difficulties in the classroom
- Provide guidance and support for classroom staff to implement recommendations by CLASS and the Mental Health Consultant's observation report
- Facilitates monthly Conscious Discipline trainings at each KCI center and for KCI ASD assistant teachers – meets with the Disabilities & Mental Health Coordinator monthly to review training template (Ridgeline only)

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 and incorporate constructive direction from supervisor to improve job performance

Key Performance Area – Recordkeeping and Reporting

- Ensures all My Teaching Strategies documentation is completed per the KCI Education Service Plan
- Completed daily health/service logs for all infants and toddlers as appropriate (Mountain View only)

Kids' Corps, Inc.

Position Description

- 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
- Is assigned an agency credit card and makes monthly classroom purchases for each center (Ridgeline only)

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 KCI
 Participate in planning or self-assessment process as directed

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
\$29.44	\$33.85

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

Position Description

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 every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- 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: _____