

Seagull Schools Job Description

Date: August 5, 2020

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| Job Title: | Center Director | Job Category: | Manager |
| Location | | Travel Requirements: | Out-of-area and overnight stay is required for meetings, training, and other events. |
| Reports To: | Chief Executive Officer | No. Direct Reports: | |
| Working Hours: | Full-time 40 hours per week or more, Mondays to Fridays, based on staffing needs during center operational hours. | Position Type: | Exempt Extended hours as needed for special events, training, meetings, or to cover staffing and operational needs of any center. |

Overview of the Organization

Seagull Schools is the leading provider of early education, adult and intergeneration programs with 5 locations on Oahu. Seagull's child development programs are known for their exceptional ability to provide high quality early education at affordable rates that meet the needs of working parents and low-income families. The organization has also emerged as a national leader in the rapidly expanding field of intergenerational programs where young children and older adults come together to develop relationships that mutually benefit both age groups.

Seagull Schools is a private, non-profit corporation that has been serving the community since 1971. All of Seagull's early education programs are fully accredited by the National Association for the Education of Young Children (NAEYC).

Overview of the Position

The center director is responsible for the leadership and overall management of the early childhood education program at the assigned center within Seagull's policies and guidelines, approved budget, pertinent state and federal compliance and licensing requirements, and NAEYC accreditation requirements.

It is imperative that the center director is committed to the overall Seagull Schools purpose and leads by example to plan and execute the organization's vision, mission, values and objectives in cooperation and collaboration with people within the organization and the community.

Job Description

Essential Duties, Roles & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leadership:

1. Work closely with the chief executive officer, management team, and staff to achieve a shared vision, mission, guiding values, major goals, continuous improvement, strategic plans and processes that are in the best interest of Seagull Schools as a whole, including all of its associates, children and parents, patrons and volunteers.
2. Deliver clear and timely communication, consistent processes, uphold accountability and performance expectations to function as a cohesive team.

3. Demonstrate leadership by example to foster a positive workplace environment with trust, respect, integrity, diversity, open communication, accountability, transparency, ethical and responsible action by each person involved and associated with the organization.

Early Childhood Education Program Administration and Leadership

1. Work closely and collaboratively with the chief executive officer, ADC-adult day center director, and other center directors to provide administrative, pedagogical, and instructional leadership at the center.
2. Oversee the coordination and implementation of child center early education, and intergenerational programs, activities, and operations within Seagull Schools guidelines and tailored to the interests of the children and needs of the center's community.
3. Recruit and schedule children for the child center to maintain optimal levels of enrollment and returning children. Conduct program registration and maintain appropriate files and waiting lists.
4. Review and maintain high quality of staff and process to maintain organized system and ensure accurate records on children enrolled in the programs to include their development, attendance, immunization and general health.
5. Assign, collect and edit ongoing written parent/family communication and announcements such as newsletters, calendars, and announcements.
6. Guide and mentor the program coordinator and teaching staff in the child development assessment and handling of special needs as appropriate.
7. Investigate and prepare final reports to Child Protective Services and other agencies to ensure the accreditation, safety and well-being of all children enrolled at the center.
8. Oversee and promote open communication and parent-teacher conferences between teachers and parents on a regular basis to discuss the development of their enrolled children.
9. Be proactive to prevent and accountable to investigate and resolve parent or staff issues and concerns.
10. Organize and implement community outreach and campaigns, maintain public relations with parents, childcare referral resources, prospective workforce, community volunteers, universities, colleges, or community colleges.
11. Inspect, audit and ensure safe and healthy environment including equipment, supplies, facility maintenance and food service at the center.
12. Conduct fundraising activities to enrich the school's program and special events to promote family and parent education.
13. Ensure compliance and delivery of contract requirements of child tuition funding agencies.
14. Assist child center staff in preparing for and presenting early childhood programs and activities; direct the organization and follow-up of special activities such as off-campus field trips; assist as necessary with duties of instructional assistants.

Administration

1. Oversee, guide and mentor the center coordinator and office staff to ensure effective and efficient administrative operations of the center.
2. Implement proper human resource management practices to recruit, engage, train, develop, coach, discipline, manage and retain a high performing, agile team of associates.
3. Maintain high level of confidentiality and security on all employee, child and health records. Coordinate proper employee recording keeping with Human Resources.
4. Ensure that problems encountered by staff are resolved to ensure smooth operations, safe, professional and positive work environment.
5. Ensure that the center and staff conform to the pertinent federal, state, and local rules, regulations, and licensing requirements.
6. Review and maintain center's administrative and business reports and records with assistance from finance and accounting. Review income and expense, past due accounts, statistical, and budget status

reports to develop and maintain sound financial status of program; analyze problems in these areas and make recommendations to resolve them or take corrective action.

7. Provide information and feedback in formulating the annual center budget with the finance and accounting department and expend funds responsibility.
8. Coordinate with the other departments for assistance with the maintenance and repairs, equipment supplies, and food service.
9. Lead the necessary communication and safety measures required for operational and natural disaster emergencies that impact the center.

Work Environment

This job operates in a child/adult center environment and is based in an office. The position interacts with staff, visitors, agencies, vendors, volunteers, parents and children in classrooms and outdoor facilities on a daily basis. The center director must have the ability to demonstrate patience and politely manage numerous interruptions, manage and prioritize multiple demands. There are deadlines and accreditation report requirements that require organization, planning, focus and detailed work at a desk and computer.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education and Experience

1. Minimum requirement of a baccalaureate-level higher education degree in early childhood education, child development, elementary education, or early childhood special education. Or a baccalaureate-level degree in business or program management with at least 36 credits in early childhood education, child development, elementary education, or early childhood special education.
2. 6 years of full-time experience as a classroom teacher.
3. 5 years of staff management responsibility and experience in logistical administration of childhood education programs and meeting activities for teachers, aides and staff.
4. Effective command of verbal and written English language to communicate with internal and external contacts.
5. Proficient in using the computer software programs for word processing, spreadsheets, presentations, data files, and researching information.

Additional Eligibility Qualifications

1. Experience in public speaking, marketing, and public relations are highly desirable.
2. Professionalism including cultural diversity and working with families who are experiencing special circumstances (for example, homelessness, parent military deployment, community unrest).

Work Authorization, Health and Security Clearance

1. First Aid/CPR Certification
2. Medical clearance from infectious diseases and other health issues in order to work in a child and applicable adult center environment.
3. Security clearance in order to work in a child and applicable adult center environment.
4. Valid driver's license.
5. Access to an insured vehicle with current registration and safety check.

AAP/EEO Statement

Seagull Schools provide equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____