

**MANSFIELD DISCOVERY DEPOT
JOB DESCRIPTION
EARLY CHILDHOOD CENTER DIRECTOR**

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the administration, management and development of the Mansfield Discovery Depot (the Center) program. The director works closely with the Board of Directors (Board) and independently to meet the needs of children, families and teaching staff. The director represents the center and its programs to public entities and various associations, along with the assistant director and the Board.

SUPERVISION RECEIVED: The director is the senior member of the administrative team and is expected to self-supervise on a daily basis, but is subordinate to and accountable to the Board. The Board, typically through its president, provides administrative supervision such as approving time off requests and conducting annual performance reviews of the director. While the Board is responsible for setting overall direction and major initiatives, and approving the annual budget, the director is typically responsible to provide those elements to the Board for review and approval. It is the director's responsibility to read this job description and address any questions concerning the duties of the position to the Board.

SUPERVISION EXERCISED: Directly supervises the assistant director and all subordinate employees. Provides leadership and support to staff in general, and in accordance with NAEYC criteria 10.

ESSENTIAL JOB FUNCTIONS: The director works closely with the Board and the assistant director in the administration of the center, carrying out its mission and philosophy, and guiding the program's operation in accordance with NAEYC criteria. The director and assistant director are the senior management team and share critical daily duties as well as major program responsibilities, with the director assuring that this senior team is properly trained, certified/credentialed, and resourced to perform these tasks, notably fiscal management, compliance with grants and maintenance of accreditation. While it is beneficial for the director to have NAEYC recognized director credentials, the director may (with approval of the Board) focus primary attention on the business management/administration tasks, while directing the assistant director to both focus on the educational program and maintain the director credential. The director maintains a regular awareness of the Center's budget and assures that the Board is notified of deficiencies and/or negative trends affecting the budget. The director prepares all needed information for the board for regular meetings as well as on as needed basis for changing circumstances. In addition to carrying out the duties as outlined for the team coordinator and teacher (if so certified and qualified) when necessary; helps the teachers develop and implement the daily program that meets the social, emotional, cognitive and physical needs of children; provides care and protection of children; maintains records as indicated; responds proactively to changing conditions to enhance program quality; upholds center policies, upholds grant and program compliance, and upholds regular and punctual attendance. The director coaches and mentors subordinates to foster a positive and supportive environment that promotes healthy relationships at all levels and encourages individual growth in the employees.

KNOWLEDGE, SKILL AND ABILITY: Must meet the minimum qualifications listed herein, and demonstrate effective use and development of those qualities for the highest positive result for the center.

1. Must have demonstrated experience in fiscal budget management, including: line item budgeting, managing multiple funding sources accurately, grant administration, fund development, capital planning, long term forecasting/planning, etc

2. Must have demonstrated experience in human resource management, including: mixed FT/PT staffing (20 employees or greater), worker's compensation, unemployment laws, earned time use/misuse, staff development, payroll administration
3. Must be able, and commit, to meet the administrative staff qualification requirements of our funding agencies.
4. At time of interview, must be familiar with and commit to meeting all standards for NAEYC Code of Ethical Conduct: https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf
5. Must meet minimum CT OEC requirement: "...Any director hired or newly designated on or after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in the administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education."
6. Must demonstrate understanding of concepts such as "team building", "employee engagement", "customer engagement", "key stakeholder"
7. Bachelor's Degree from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education
8. IF THE APPLICANT DOES NOT MEET THE MINIMUM ITEMS ABOVE, BUT CHOOSES TO APPLY, WRITTEN ATTESTATION IS REQUIRED AS TO HOW THE APPLICANT MEETS THE INTENT OR EQUIVALENCY OF THE MINIMUM REQUIREMENTS

Further Expectations:

In conjunction with the administrative team the director shares responsibility for office coverage which includes: answering company phones and monitoring electronic security system; fielding questions from parents, staff and community; posting information pertinent to staff and families; trouble-shooting emergency situations as they arise (building, grounds, children, parents, medical); caring for a sick child until parent arrives, taking necessary action(s) in emergency (loss of power or water, intruder alert, evacuating building, monitoring control panel, calling 911 and other emergency personnel); temporary room coverage, to maintain ratios, in event of staff shortage; meet arriving and departing buses per current schedule; meet with teachers to discuss issues with classroom, children, physical plant, ethical issues, etc.; type documents as needed; keep computer/technology skills current; represent MDD at community events; and address requests from outside agencies.

As part of the administrative team the director supervises the assistant director as well as all subordinate employees. He or she writes staffing procedures that address the maintenance of developmentally appropriate staff-child ratios, and observes classrooms and staff-child interactions. He/she meets with the team coordinators to monitor goals for the classrooms and for individual children, review concerns about children, classroom management, curriculum development, staff relations, parent issues, etc. The director helps classroom teams to develop plans to address any of these concerns, consistent with the policies and educational goals of the Center, monitors the progress of the plans, helping with referrals and the resolution of the problems in coordination with the assistant director. He or She is a member of the Behavioral Health Team.

The director assures use of the NAEYC Observable Criteria Tool and DPH checklist at least twice a year to determine if the program meets criteria, sharing the results with classroom staff and supporting them as they make any necessary changes to comply. (10.F.)

The director assures use of the Town of Mansfield's current time program (or an alternate approved by the Board), maintaining accurate payroll records, daily staff attendance, time off/leave usage, submitting Summary Pay Reports to the Town Finance Department, and printing employee timesheets.

The director is responsible for maintaining a high level of ongoing enrollment at the Center, including wait lists as required and following written policies and procedures to prepare for, orient, and welcome children and families. The director is responsible for scheduling tours and orientation for new children and families. It is his/her job to assure all enrollment paperwork is up to date, completed, and filed, determining funding eligibility and acquiring necessary documentation, organizing (with staff) “moving on” from one age group to the next and supporting transitions when families leave MDD.

The director assists in hiring for any new staff openings in the program. He/she may conduct ongoing orientations and training of new staff. He/she assures legal adult/child ratios at all times by assigning staff, scheduling substitutes and approving time off requests. He/she shall address staff disciplinary issues in accordance with policy and when required, in coordination with the Board’s personnel committee. The director has authority to discipline staff up to and including suspension of staff without pay and to request a special Board meeting to consider the person’s dismissal for offenses listed in the personnel policies.

OTHER JOB FUNCTIONS: The director helps teachers maintain center equipment in working condition and performs related work as required. The director is responsible for maintaining various aspects of the program including: ongoing reporting of CT OEC/CDC income verification notices, signed and filed along with new payment agreements; on going CACFP documentation of family size and income; monitoring of expenditures and income on any schedule required to assure prudent fiscal management, making sure all vouchers are credited to the correct accounts; assisting in preparation of annual budget and applications to funding sources as well as government forms and reports.

Hours of Work: As the senior management employee, the director is expected to work to the needs of the job, expected to work a minimum of 40 hours per week, and to be at the Center for the majority of open hours (7-5, M-F), as well as any hours outside of the typical day to attend meetings, community engagements, training, etc. This is a salaried (exempt) position.

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job (both as listed herein and as is typical). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to climb, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms. The employee must be able to manipulate and operate all related computer equipment as well as security camera monitors and door operators. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions as well as inside. The employee is occasionally exposed to wet and/or humid conditions or airborne particles. The employee must be able to perform tasks requiring independent knowledge in addition to tasks guided by procedures or instructions provided. The noise level in the work environment is usually moderate to loud.

Conditions of Employment:

1. Salaried position (no overtime)
2. Non-bargaining unit
3. Full time
4. Permanent (only after successful working test period)
5. Initial 6 month working test period, with continued employment only upon successful completion and approval of the Board.
6. The Board may require at any time a renewable employment contract
7. Compensation and benefits subject to agreement of the Board
8. The director reports to and serves at the discretion of the Board, subject to applicable provisions of the MDD employee handbook and other center policies
9. NOTE: The Board of Directors retains sole discretion and may choose to modify the enclosed requirements upon consideration of significant alternative qualifications, and only if all accreditation and funding requirements can be met.

This job description is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position. 9/16/2015, 10/31/2015, 12/31/2015, 9/13/2018,