

EXECUTIVE DIRECTOR

JOB DESCRIPTION

PURPOSE: To lead, direct, develop, and give oversight to the child care program.

DEPARTMENT: Admin

WAGE/HOUR STATUS: Full Time, Salaried Exempt

REPORTS TO: Head Pastor of the First Presbyterian Church

QUALIFICATIONS: REQUIRED EXPERIENCE: Training and experience in the management and supervision of an early childhood program and teaching experience.

PREFERRED EDUCATIONAL BACKGROUND: Bachelor's Degree with emphasis in early childhood education or related field, or Child Development Associate Certification or equivalent education/experience at a Level 7 or higher in the Oregon Registry.

LEADERSHIP ABILITIES: Exhibits leadership style that encourages cooperativeness and concern for others. Ability to communicate calmly and effectively with a diverse staff.

PREFERRED SKILLS:

- Thorough understanding of child care center operations.
- Teaching experience in multiple positions working with various ages.
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices.
- Strong organizational, communication, computer, and interpersonal skills.
- Ability to maintain an inclusive and welcoming community of children, parents, and co-workers that respects and celebrates its many axes of diversity.
- Demonstrated ability to work in a team leadership role and solicit input from all staff.
- Proficiency in budget management.
- Ability to coordinate Center functions and to implement policy and procedures.

MAJOR RESPONSIBILITIES

1. Uphold the Mission, Vision, and Philosophy of the Center at all times.

INSTRUCTIONAL MANAGEMENT:

2. Maintain high child care standards based on developmentally appropriate practices.
3. Develop and implement policies and procedures for the operation of the child care center.

PERSONNEL MANAGEMENT:

1. Oversee the day-to-day functions of the child care center and management of staff.
2. Supervise the Assistant Director, staff members and any substitute staff.
3. Manage the hiring process and orientation for all new staff.
4. Communicate effectively with staff in a friendly, positive and professional manner.
5. Proven ability to adhere to and implement clear and consistent policies and procedures.
6. Honor and respect a diverse staff with a variety of backgrounds and talent.
7. Proven record of respectful and fair conflict resolution.
8. Hold quarterly individual check-ins and annual reviews with all staff members.

MANAGEMENT OF FISCAL, ADMINISTRATIVE, AND FACILITIES FUNCTIONS:

FISCAL, TOGETHER WITH THE ASSISTANT DIRECTOR

1. Develop a budget for the Center and establish controls to assure that the Center adheres to the budget.
2. Ensure that the program is cost effective and funds are managed appropriately.
3. Act as point person for internal and external audits.
4. Manage the tuition assistance, employee child care benefit, outside subsidy and AFS/DHS programs.
5. Develop and maintain the integrity of the financial reporting system.
6. Coordinate, develop and update internal written financial policies and procedures.
7. Prepare an annual financial report for the Preschool Advisory Board and Church Trustees.
8. Coordinate, develop and update internal written financial and control policies and procedures.
9. Manage the expense report system.
10. Ensure that access to financial software and data is restricted to authorized personnel.
11. Implement any required financial changes resulting from financial audits.
12. Ensure employee compliance, payroll and reimbursement policies.
13. Coordinate with Church Treasurer to ensure an appropriate division of duties.
14. Work with the Preschool Advisory Board to manage fund distribution policies.
15. Write grants to apply for appropriate opportunities and engage in fundraising to support and enhance center operations.

ADMINISTRATIVE

1. Appoint child care center parents, staff and community members to serve with a church representative on a Preschool Advisory Board that meets monthly.
2. Attend and report on Center operations at monthly Preschool Advisory Board meetings.
3. Coordinate the annual licensing of the child care center with CCD.
4. Maintain the administrative records and Center files according to CCD and BOLI requirements.
5. Provide reliable, accurate, and timely information about the child care center to interested parties.

6. Experience with short and long-term strategic planning.
7. Ability to develop individual classroom and school-wide strategic plan with success metrics, tracking and monitoring mechanisms.
8. Update and generate internal forms as needed.

FACILITIES

1. Work with the Church Facilities Manager in the care and funding of the building and grounds.
2. Assure consistent compliance with all Child Care Division Standards, including maintenance of annual fire, health, and other inspections.

PROFESSIONAL GROWTH AND DEVELOPMENT:

1. Attain and maintain membership in the National Association for the Education of Young Children (NAEYC).
2. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
3. Ensure that all child care staff have access to and are engaging in training and professional development.
4. Undergo yearly performance review.

COMMUNICATION AND COMMUNITY RELATIONS:

1. Represent the center in a professional, courteous, and positive manner.
2. Promote a positive, caring climate of learning for staff, students, and parents.
3. Create an inclusive community around principles of equity and justice in which acts of discrimination, harassment, or bias of any kind are not tolerated and will be dealt with sensitively and professionally.
4. Articulate the Center's mission to employees, families and community members and solicit support in realizing the mission.
5. Maintain open, consistent, and effective communication with parents, providing parent education training, assistance and support as needed.
6. Use appropriate and effective techniques to encourage community and parent involvement.

- WORKING CONDITIONS:**
- Maintain emotional control under stress.
 - Work with frequent interruptions.
 - Cover for staff as needed in any classroom.
 - Occasional errands (e.g. grocery shopping).
 - Occasional prolonged and irregular hours.
 - Frequent standing, stooping, bending, kneeling, pushing, and pulling.
 - Prolonged use of computer and repetitive hand motions.
 - Ability to lift up to 50 pounds.