



## Job Description Program Director

### Professionalism

- Respect and maintain confidentiality about center issues regarding children, families, faculty, and the center operations.
- Support and understand Snoqualmie Ridge Early Learning Center's mission, goals, and policies
- Responsible for all required paperwork for Snoqualmie Ridge Early Learning Center, State, and Federal
- Attend faculty meetings, family events, community events, and all required events (refer to contracts)
- Continue professional development by attending early childhood education classes, seminars, and on-site training
- Understand the ages and stages of child development
- Take constructive criticism and feedback positively
- Report to work on time and maintain consistent attendance
- Be willing to work more than the teachers
- Be flexible about changing your working schedule
- Dress and look, act professional at all times
- Model excellent behavior for the teachers and children
- Do not talk on your cell phone while in class or in the front office
- Do not use the computer for personal

### Health and Safety

- Follow all the safety and health policies of Snoqualmie Ridge Early Learning Center. (Please read Health Care Policy thoroughly)
- Always know the number of children in your care (if you are in a classroom)
- Oversee that teachers are supervising children at all times
- Oversee that teachers are following and doing an attendance sheet
- Complete required paperwork (accident reports, medication etc.)
- Help in keeping a clean, safe and clutter-free environment in our center, classrooms, and other areas such as the playground, staff resource room and library
- Always make sure the playground is clean and safe
- Make sure the teachers are teaching the children the playground rules and be consistent
- Teach and encourage children and teachers to establish safe and healthy practices
- Make sure that all classrooms have all the required postings such as hand washing, diapering signs, allergy lists, etc.
- Make sure that teachers are following a cleaning list. Check daily and/or weekly

### Curriculum

- Hold curriculum meetings with the lead teachers
- Implement a developmentally age appropriate curriculum
- Assist teachers in teaching around the individual developmental levels of the children

- Support teachers in providing a variety of materials and experiences that encourage children to be creative, think, problem solve, and experiment
- Make sure teachers are rotating center materials and learning toys weekly
- Check lesson plans and make sure teachers are planning weekly activities, projects, and lessons in Math, Language, Science, and Social Studies and all other required areas
- Make sure teachers are implementing weekly planned activities
- Make sure classroom daily schedules are balanced and include: indoor and outdoor activities, quiet and active activities, and fine and gross motor activities
- Support changing the classroom schedules around the needs of the children
- Train and help implement Galileo Technology for each child on a monthly basis. All assessments must be done prior to conferences
- View teacher assessment reports quarterly by requesting copies or logging on to their class.
- Assist in conferences
- Make sure teachers are communicating with families appropriately and positively through verbal communication, email and/or written communication
- Help prepare the teachers for conferences, open houses, curriculum nights, special events, etc.
- Train the teachers on portfolios, teachers are required to make a portfolio of each child's works, accomplishments, and documentation and add all level of development per quarter to each child's portfolio
- Check portfolios on a monthly basis
- Support the teachers/classrooms on implementing diversity by providing a variety of ant biased, non-sexist experiences and materials
- Support and assist the teachers on providing plenty of structured activities as well as free choice activities
- Get down at the children's level whenever you are in a classroom or with children
- Participate in parent conferencing. Be prepared for conferences. Make sure teachers have 3 positives things to say and only one challenging thing about the child, have portfolios ready, report card (for older children), and assessments ready. Make sure you know which child belongs to which parent
- Make sure teachers have an email list and emergency contacts of all the children in their class. Request this information from the front desk.
- Get to know every child in the center by observing in the classrooms as often as possible. Be sure to know where every child is academically, socially, and emotionally
- Observe in the classrooms daily (including infants and Kindergarten)
- Observe and assist with children who are presenting behavior issues
- Support and help teachers as needed
- Main focuses for a Program Director would be Classroom Environments, Health & Safety, Curriculum Supervision, Curriculum Meetings, Student Events, Galileo Technology, Parent/Teacher Conferences, Behavior Management

### **Teamwork**

- Assume a fair share of work. Take initiative.
- Establish and maintain professional relationships of respect with co-workers and admin team
- Share and take ideas with co-workers and admin team
- Participate in team planning
- Communication respectfully to resolve conflicts
- Avoid gossip
- Assume additional center responsibilities as needed such as cleaning, administrative help, preparing bulletin boards, working in classrooms, etc.
- Do not discuss salaries
- Be willing to switch schedules

## **Leadership**

- Orient new faculty to classroom routines, schedules, curriculum practices, and children and families
- Be in charge and take leadership and accountability over the center
- Collaborate with administrators and teachers in developing a plan to implement classroom goals and classroom duties
- Make sure that the daily routines and responsibilities are shared and taught to all new faculty members
- Model appropriate behavior with children, families, faculty
- Create a “to-do folder” or communicate with other administrators of projects that you are working on, in the event you are out on vacation or on sick-leave

## **Interaction between faculty, children and families**

- Interact respectfully and affectionately with all faculty, children, and families by smiling and speaking in a kind, friendly tone.
- Welcome all families and children as they enter the center
- Be flexible and supportive of new children and their families that are transitioning in all classrooms
- Practice positive discipline procedures with the children in your care
- Model appropriate behavior
- Understand feelings of the children and families
- Be responsive to children’s needs and requests
- Acknowledge all families in the center
- Share rich and appropriate experiences that the child had in your care
- Always respond to families with respect, interest, and sensitively
- Be confidential about family personal issues

## **Physical Requirements**

- Must follow state, federal, and Snoqualmie Ridge Early Learning Center’s policies and procedures which include state background check, TB tests, and first aid and C.P.R. certification.
- Respond appropriately to multiple and unexpected situations
- Frequently lift, move, and hold children from 10 to 40 pounds
- Maintain physical and mental alertness and appropriate level of energy

## **Educational Requirements**

Must have one of the following educational requirements:

- Child Development Associate
- AA in Early Childhood Education or related field
- BA in Early Childhood Education or related field
- MA in Early Childhood Education or related field

And all of the following:

- Must meet federal and state requirements and maintain credentials for the position.
- Must have experience as a director (assistant director or curriculum director is great) and classroom experience as a lead teacher in a school, kindergarten, or preschool or toddler program.

- 20 Hours of STARS/Merits Training and 10 continuing STARS/Merits training hours annually.