



JOB DESCRIPTION

SITE DIRECTOR – PRESCHOOL PROGRAM

This is an exempt status, full-time, benefited, year-round position. Annual salary is commensurate with experience, years of service and educational background. Footsteps Child Care, Inc. is an equal opportunity employer.

QUALIFICATIONS

- Must have prior experience as an Assistant Director or Site Director; minimum of 3+ years.
- Must meet state licensing qualifications for Director, including 3 units of supervision coursework.
- If working at a State Preschool Site, must also have a current Site Supervisor Permit.
- Must have a minimum of four years' experience teaching School Age children or infant/toddler/preschool children in a child care setting.
- Preferred success with desired results utilizing assessment tools such as CLASS, ECERS/ITERS, DRDP, etc.
- Tech-savvy; Proficient with all Microsoft Office applications. In addition, proven ability to create professional written means of communication via email, flyers, presentations, etc.
- Demonstrated skills in effective verbal communication (1:1, teambuilding, presentations, etc.).
- BA/BS or above, in a subject relating to working with children, preferred.
- Possess a valid California Teaching Credential, Site Supervisor Permit, Child Care Certificate, or other related credentialing (preferred), including School Age, Preschool or Infant-Toddler Permit requirements as required.
- Proven ability to work effectively and professionally in a supervisory capacity with staff, substitutes, volunteers, parents, and children.
- Current Pediatric First Aid/CPR Certification and completed Health and Safety Training or willingness to obtain.

PERFORMANCE RESPONSIBILITIES

- Oversee day to day operation of the Program Site including maintaining a harmonious and efficient work environment.
- Facilitate administrative responsibilities for Program Site, including maintaining compliance with Community Care Licensing and Council on Accreditation, monitoring office and classroom coverage, and reviewing children's progress
- Fiscal responsibilities for Program Site
- Supervision, management, and evaluation of Program Site employees. Enforcement of rules and regulations, performance management, etc.
- Curriculum – supervision, implementation and evaluation.



Footsteps Child Care, Inc.

374 El Camino Real Belmont, California 94002

T: 650.610.0715 F: 650.610.0751 E: office@footstepschildcare.org W: footstepschildcare.org Tax ID: 94-3206278

PERFORMANCE RESPONSIBILITIES Continued...

- Excellent leadership skills to inspire staff to work diligently and professionally with each other, the children and the families.
- Families - Outreach, site tours, orientation, and communication.
- Sets and maintains appropriate standards for children's discipline and behavior standards using non-punitive methods.
- Assist staff in resolving conflicts between children and communicating with families.
- Develops, maintains, and provides periodic testing of emergency response plan.
- Develops a working and effective Site Council and attends Board Meetings on alternate months.
- Provides support and back-up for classrooms as needed (break etc.), including performing as teacher when necessary.
- Develops and maintains effective working relationship with host school or site.
- Represents the program and the organization in the community.
- Continues to develop professional self and recommends/assigns classes to staff.
- Participate in Fundraising and Development for organization.
- Able to lift 40 lbs.
- Other responsibilities as required or assigned.

BENEFITS

After Thirty (30) Days of employment, employee will receive holiday pay for company-designated holidays.

After Ninety (90) days of successful employment, employee becomes eligible...

- For fully paid health, dental, life and vision coverage
- To accrue Vacation and Sick Pay
- To participate in our 403(b) Retirement Plan with a 2% match after one year of successful employment
- To join Aflac's Supplemental Insurance Plan