**South Central Council of Governments**

**Children’s Program Director**

**Job Description**

**SUMMARY:**

The person in this position will be responsible for the general supervision and management of the SCCOG Children’s Programs in Las Animas County and Huerfano County. The person selected for this position must be professionally prepared as a Teacher of young children, capable of supervising staff effectively and meet requirements of the Colorado Child Care licensing Agency. This person must have the personality and abilities to provide leadership and stability for program continuity.

**ORGANIZATIONAL STRUCTURE:**

The Children’s Program Director reports to the SCCOG Executive Director then the SCCOG Board.

**DUTIES AND RESPONSIBILITIES:**

* Maintain contact with state and local regulatory agencies.
* Conform to health, safety and licensing regulations.
* Attend all SCCOG Board of Directors meetings with report when required.
* Handle all matters related to the administration of the Early Learning Centers.
* Responsible for records that pertain to the administration, attendance, tuition and educational goal of staff and students.
* Supervision and annual review of all staff.
* Plan and implement professional growth for all staff.
* Supervise the management of classroom space and equipment.
* Schedule responsibilities of teaching staff.
* Meet deadlines while maintaining a professional attitude.
* Other duties as assigned by the Executive Director.

**FISCAL RESPONSIBILITIES:**

* Prepare annual budget.
* Oversight of program expenditures.
* Maintain program sufficiency’s in program cost center(s).
* Purchase equipment and supplies.
* Arrange for repairs and maintenance.
* Monitor collection of enrollment fees and tuition.
* Prepare year end analysis as needed.

**SPACE AND EQUIPMENT:**

* Plan for and equip outdoor and indoor areas.
* Implement inventory record plan.
* Arrange for custodial, maintenance and repair care of facilities.
* Monitor and manage supplies.

**STAFF:**

* Prepare job descriptions.
* Recommend staff members for permanent status or separation after trial employment**.**
* Arrange for substitute list.
* Conduct regular staff meetings.
* Supervise staff in daily, weekly and yearly plans.
* Implement procedures that lead to wholesome interpersonal relationships between staf members.
* Oversees classroom and classroom records.
* Maintain personnel records and staff handbook.

**ENROLLMENT:**

* Supervise enrollment procedures
* Familiarize parents with program.
* Be aware of enrollment needs at all times.
* Maintain advertisement public awareness, parent involvement and parent education program.

**HEALTH:**

* Plan health program for Early Learning Centers.
* Supervise health history and physician’s reports for children and staff in centers.
* Contact and work with agencies to assist children with special needs.

**SAFETY:**

* Plan health program for centers.
* Be informed of the center’s legal responsibilities and liabilities.
* Implement and monitor safety programs indoors/outdoors.
* Plan fire drills.
* Recognize and correct or avoid unsafe conditions in the work environment including placement of employees in situations of liability for the agency.
* Initiates and follows up on all worker’s compensation claims for program employees.

**CHILDREN’S EDUCATIONAL PROGRAM:**

* Oversees procedures for management of children’s educational program.
* Monitor children’s routines and development.
* Oversee a center nutritional/health program.

**COMMUNITY RELATIONSHIPS:**

* Welcome families and transition them into the program.
* Welcome visitors to the program.
* Works well with the public.
* Coordinate student teaching program.
* Develop and maintain effective working relationships with the public, co-workers, subordinates and supervisors.
* Maintain a working knowledge of SCCOG programs and services to be able to actively direct the needs of the public.
* Work with community groups and professional agencies for awareness and collaboration.
* Participate in professional groups and trainings.
* Act as a liaison with schools and community agencies.
* Take an active role in community collaborative efforts and trainings.

**FOOD MANAGEMENT:**

* Oversee for program. Submit proper contracts and monthly billing reports to state agency.
* Meet state and local regulations regarding meals.
* Communicate menu plans to parents.

**QUALIFATIONS:**

* The person is this position should have a minimum of 5 years’ experience in working with children and families as well as 5 years’ experience in directing staff in a large Early Learning Setting.
* A minimum AA degree in Early Childhood Education is strongly suggested, however an AA or BA is will be considered in a comparable field.
* Excellent oral and written communication skills.
* Computer skills including: Procare software, ELC Program, Microsoft Word and publisher.

**WORK SCHEDULE**

This is an exempt position. Center hours are Monday through Friday 7:30 am until 5:30 pm. Professional staff may be called upon to work above and beyond the agency hours of operation. This exempt position does not qualify for overtime.

*Revised March 2023*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature/Date**