



DIRECTOR

The Coordinated Child Development Program (CCDP) has worked to make quality, affordable child care available to families of Ontario County, New York and surrounding communities and those who work there since 1973. The organization is governed by a Board of Directors composed of a cross section of individuals from the community representing educators, parents, businesses, community organizations, doctors, lawyers and other professionals. While working to achieve the goals of the organization, the site director has the benefit of these individuals' experience, insight and knowledge.

Definition

A site director of The Coordinated Child Development Program (CCDP) is responsible for the implementation and overall success of the day to day operations of the site(s) for which he or she is responsible. These responsibilities include, but are not limited to:

- ◆ Hiring and termination of site staff with input from the corporate office.
- ◆ Development and implementation of the operating budget. (S)He is assisted by the CCDP Executive Director.
- ◆ Development and enhancement of a quality child care program.
- ◆ Development and maintenance of appropriate civic relationships.
- ◆ Maintenance of positive relationships with parents.
- ◆ Adhere to all OCFS Regulations.
- ◆ Delegating job responsibilities to other staff.

Qualifications

- ◆ Bachelor's Degree in Early Childhood Education and/or Elementary Education, Human Services or related fields.
- ◆ Three years managerial and supervisory experience, demonstrated knowledge and experience in fiscal administration, management, staff development, supervision and program development.
- ◆ Demonstrated experience in working with diverse constituencies.
- ◆ Knowledge and experience related to child and family issues, programs and systems.
- ◆ Strong written and verbal skills.
- ◆ Willingness to participate in appropriate community related functions and activities.

Physical Requirements

- ◆ Lifting: must be able to lift up to 40 lbs.
- ◆ Must be able to stand, sit (sometimes on low children's chairs), walk, bend, and sit on the floor
- ◆ Must be able to take an active part in fire drills
- ◆ Must be able to maneuver up and down stairs with ease during fire drills or in case of an emergency at sites that require the use of stairs
- ◆ Must be able to accompany and interact with children on field trips
- ◆ Must be able to ride a bus

- ◆ Must be able to go outside and interact with the children on a daily basis (weather permitting)
- ◆ Capable of working # of hours required by position

Responsibilities

I. Administrative Responsibilities

A. Policies and Legal constraints:

A site director is responsible for administration of programs in accordance with policies of the Board of Directors and all relevant state regulatory requirements which pertain to licensed child care facilities and programs.

This includes:

- Completing the monthly OCFS inspection.
- Completing the annual immunization reports
- Ensuring that staff have their completed training trackers and physicals to meet regulations

B. Hiring and Termination of Staff:

A site director is ultimately responsible for all personnel management which includes the hiring and termination of staff within the context of team hiring and training as outlined in CCDP staff training guidelines. (S)He may be assisted by the CCDP Executive Director.

This will include assisting the Executive Director with completion of staff personnel files upon hiring.

C. Fiscal Management

A site director is responsible for the development and implementation of the Center's operating budget upon ratification by the Board of Directors. (S)He will be assisted by the CCDP Executive Director and the CCDP Finance Manager.

A site director is also responsible for the following activities:

1. Daily receipts and bank deposits.
2. Maintenance of parent accounts (recording payments, late payment notices).
3. Maintenance of enrollment database, additions & deletions to enrollment.
4. Reporting monthly DSS attendance to CCDP Finance Manager.
5. Reporting payroll hours to CCDP main office.
6. Planning and executing fundraisers to supplement the annual budget.

II. Supervision of Educational Program

A. The CCDP Executive Director is the immediate supervisor of the site director. The site director is responsible for aiding in the development and implementation of the site's educational program. It is her/his responsibility to review and approve the yearly goals, objectives for each classroom.

- Facilitating weekly planning meeting
- Annual review of thematic

- Submittal of an annual educational program goal by the fall of each program year.
- B. A site director manages the center processes and work/service quality including: maintaining supply and equipment inventory and ordering/replacing as needed; maintaining data, reports and child records with assistance from the staff.
- C. A site director will also be responsible for recruiting (with HR assistance), assigning and training volunteers; maintaining and consistently updating waiting list for families in cooperation with the administrative staff; recruiting families and coordinating child referrals for services (i.e. therapists, IEP, special education communications)
- D. A site director will be responsible for coordinating staff schedules to include; daily and weekly staffing pattern to maintain appropriate staff/child ratios throughout the center, substitute staffing, and classroom breaks. The director will decide permanent staff reassessments/time off requests/overtime.
- E. A site director supports caregivers in creating time and coverage for conferences/workshops, visits to other centers. Substitutes in classrooms as necessary based on staff/child ratios.

III. Parent Relations:

A site director will establish and maintain positive relationships with all parents. In working with parents, (s)he will need empathy and sensitivity toward providing a program that is best for the child. The CCDP Executive Director may assist in difficult situations.

IV. Board Relations

A site director, while hired by and accountable to the CCDP Executive Director, may be requested to attend periodic monthly Board of Directors' meetings to provide the board with information pertaining to the site's program.

A site director communicates site specific information to the CCDP Executive Director, who prepares a monthly report for the Board of Directors which contains any information that would be pertinent to board business.

Evaluation of Job Performance

A site director will undergo a formal evaluation on their anniversary date of each year. This evaluation will be conducted by the CCDP Executive Director. The aforementioned responsibilities and duties will serve as the basis for the evaluation. The CCDP Executive Director will provide the site director with a written evaluation. Goals for the site director will be decided for the following year. The site director will acknowledge receipt by signing the report.