



GENESEE INTERMEDIATE SCHOOL DISTRICT
Human Resources and Operations

Employee Job Description

Job Title: School Director- Early Childhood Center

Job Summary:

The School Director – Early Childhood Center is responsible for the day-to-day management of the center, a highly visible program that is host to a large variety of visitors. The School Director is also responsible for the effective implementation of relations-based, family-centered services, providing leadership to center staff and complying with the Head Start Performance Standards and state and local regulatory guidelines. The School Director ensures the implementation of comprehensive services at the site including early childhood education and care for children ages birth to five, family support, health, nutrition, mental health, and social services. The School Director oversees a staff of more than sixty (60) including support, education, and family support staff.

Essential Duties (May include, but not limited to):

1. Ensures program compliance with Federal Head Start Performance Standards and participate in evaluation of services.
2. Ensures center maintains all required state and local licenses.
3. Ensures USDA food sanitation procedures are followed and food program reports are submitted.
4. Ensures the implementation of all necessary health and safety procedures at the center.
5. Coordinates and facilitates site staff meetings for purposes of program planning and development, service delivery and evaluation.
6. Oversees and monitors implementation and coordination of early education and care services and family support services.
7. Fosters mutual respect and partnership between the staff and parents.
8. Ensures implementation and utilization of Child Plus or other Information Systems at the site.
9. Oversees the coordination of mental health, nutrition and other consultation services.
10. Provides monthly and other written reports as required by management and funders.
11. Represents Center with visitors and at community events.
12. Monitors and documents staff development activities and training needs.
13. Ensures the practice of reflective supervision with all center staff in order to support their work with children and families.
14. Promotes teamwork among staff.
15. Approves all purchase requisitions for supplies, service contracts and equipment.
16. Ensures program meets in-kind and volunteer requirements. Ensure in-kind contributions and volunteer hours are tracked and documented.
17. Consistently models Win-Win leadership.

Other Duties: Performs other duties as assigned.

Qualifications:

- Education: Coursework required for designation as the Center Director under Michigan Child Care Licensing and a Bachelor's and Master's degree in Early Childhood Education or a Bachelor's degree in Elementary Education with a ZA or ZS and a master's degree in Early Childhood Education or Child Development or a related field. A valid Michigan Teaching Certificate is preferred.
- Experience: Minimum of five (5) years' documented, successful work experience in an early childhood setting required.

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Skills/Other: Ability to lead an interdisciplinary team of professionals. Knowledgeable of Head Start performance standards. Knowledgeable of developmentally appropriate practice for early care and education. Knowledgeable of local and state licensing requirements. Familiarity with community culture and knowledge of community resources and services. Ability to work collaboratively with diverse staff, families and community members. Experience with collaborative Win-Win leadership. Experience in hiring, supervision and evaluation of employees. Effective written and oral communication and presentation skills. Ability to utilize district technology and work to maintain proficiency and a high level of competency, as required skills sets change with technology and/or the needs of the district. Punctuality and good attendance are requirements for the position. Ability to work a flexible workday, work week, and work year. Represents the district in a professional manner at all times. Works successfully as a member of the team. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Demonstrate honesty, integrity, and professionalism at all times. Ability to travel to and from district building/programs. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations

Certification: Required Not Required Desirable

Type of Certification: Administrative Teacher Other Valid Michigan teacher's certificate required, with a ZS or ZA endorsement. Master's Degree preferred.

Bargaining Unit Position: GIEA GIESPA None

Salary Schedule: Supervisory Salary Schedule

Immediate Supervisor: Director of Early Childhood Programs

Supervision:

Date: February 23, 2017

Approved _____

KPM:fs

Job 676