



## Center Director La Fiesta II

### Job Announcement

#### Job Summary

The Center Director collaborates with the Instructional Coach, Administrative Assistant and Family Service Worker assigned to their center to maintain efficient operations, effective classrooms, supportive relationships with families, and compliance with licensing, CACFP, and Head Start guidelines. This position works directly with families, teachers, and other staff to support children and families in the early childhood program. The La Fiesta II center serves infants and toddlers only.

#### Essential Functions

- Oversees effective center operations by:
  - a. Hiring and training new staff
  - b. Maintaining an effective staff schedule
  - c. Monitoring classroom ratios throughout the day
  - d. Reviewing accident, illness, and behavior reports, communicating with families about reports when necessary, and developing plans to address excessive or serious reports
  - e. Handling staff and parent complaints
  - f. Handling staff disciplinary concerns
- Oversees and maintains center enrollment by:
  - a. Ensuring that the Administrative Assistant handles client phone calls and walk-in clients looking for childcare placement, qualifies families for the Early Head Start (EHS) and the State Funded Early Care and Education Program (SFECEP), completes the enrollment process with families, and maintains child files with all required enrollment paperwork
  - b. Providing center tours to prospective clients
  - c. Maintaining Child Plus with all application and enrollment information
  - d. Maintaining an organized waitlist and using the waitlist to fill vacant slots
  - e. Marketing the center to prospective new families
- Works with the Instructional Coach to facilitate staff development by:
  - a. Holding new hire orientation training with all new staff members and volunteers
  - b. Maintaining staff files with all required documents
  - c. Ensuring staff earn required credentials
  - d. Working with all staff to create and track professional development plans
  - e. Observing classrooms for compliance and quality and providing feedback and follow up
  - f. Completing staff evaluations
- Coordinates child screening and assessment by:
  - a. Serving as the Teaching Strategies Gold administrator for the center to maintain accurate child and staff records in Teaching Strategies Gold
  - b. Ensuring that teachers and/or Family Service Workers share assessment and screening results with families in a sensitive and effective manner
  - c. Ensuring that children who need further evaluation go through the referral and evaluation process
  - d. Ensuring that teachers use screening and assessment data in planning



### Essential Functions

- Assists with developing, tracks, and course corrects the center budget.
- Maintains a sufficient inventory of supplies and equipment to ensure efficient and effective center operations.
- Maintains compliance with licensing, CACFP, and Head Start by:
  - a. Coordinating monthly fire drills and other emergency drills.
  - b. Completing monthly classroom observations and assessments.
  - c. Working with the Instructional Coach to design training and coaching that responds to classroom observation and assessment data and to deliver annually required training.
- Works with Family Service Worker to maintain regular written communication with families through letters, center Facebook page, classroom Facebook groups, meetings, trainings, and special events.
- Holds regular staff meetings.
- Manages staff timesheets and time off requests.
- Performs other duties or special projects as required or as assigned by a supervisor.

### Qualifications

Education: Bachelor's degree required, master's degree preferred

Field of study: Early Childhood Education or related field

Work Experience: 3 – 5 years classroom experience, 2 years minimum supervisory experience required

Licenses Required: Delaware Early Childhood Administrator Credential required

### Knowledge, Skills and Abilities

- Knowledge of licensing regulations, CACFP guidelines, and Head Start guidelines.
- Bilingual in Spanish/English, with strong written communication skills in both languages.
- In-depth knowledge of Teaching Strategies Gold assessment system.
- Computer literacy (Word, PowerPoint, Excel) required.
- Experience in infant and toddler classrooms required.

### Compensation

- \$65,000- \$75,000, depending upon qualifications & experience
- Benefits include:
  - Health, dental, & vision insurance
  - Life insurance
  - Retirement plan
  - Employee child care discount
  - Paid sick leave
  - Paid holidays
  - Paid leave- 18 days per year for new employees