

**Chicago Commons
Job Description**

JOB TITLE: Site Director II (over 100 children)

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| EXEMPT: Yes | TITLE CODE: |
| SALARY LEVEL: Associate Director Level IV C | DIVISION: Child Development |
| RANGE: | DEPARTMENT: Child Development |
| EVALUATION DATE: | LOCATION: Site |
| REPORTS TO: Child Development Director | SHIFT: n/a |

SECTION I

SUMMARY:

Responsible for the management and operation of a comprehensive child development program at a specific site.

SECTION II

ESSENTIAL DUTIES & RESPONSIBILITIES include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. Contributes to the development of the agency's child development philosophy and goals.
2. Maintains a quality program that meets the needs of children, families and staff.
3. Establishes and maintains an effective working relationship with parents and families, the community and funding sources.
4. Interprets the Child Development Program to parents, families and the community.
5. Provides adequate supervision and staff development for all personnel, conducts regular staff meetings; conducts and facilitates regular in-service meetings.
6. Recruits, coordinates and supervises volunteers including student teachers, field experience students, professionals, parent and family members, and senior citizens.
7. Monitors program budget and uses good judgment in expenditures.
8. Establishes and monitors record-keeping and reporting systems, (Site Specific).
9. Recruits, interviews, selects, trains and supervises all Infant/Toddler/Twos program staff including student teachers, field experience students and volunteers.
10. Conducts weekly staff meetings with agenda and minutes; plans and implements regular in-service meetings.
11. Assures classroom team is creating an atmosphere in which children develop socially, emotionally, intellectually and physically.
12. Maintains accurate, up-to-date records; assists in developing and monitoring program budget for the Infant/Toddler/Twos program.

13. Plans and conducts regular parent meetings.
14. Provides administrative coverage of the center as assigned or arranged.
15. Assures the recruitment of eligible children and maintaining a waiting list.
16. Recruits, interviews, selects, trains and supervises all Preschool program staff including student teachers, field experience students and volunteers.
17. Supervises the maintenance of the classrooms and program equipment.
18. Establishes and maintains an effective working relationship with families and the community.
19. Conducts weekly staff meetings with agenda and minutes; plans and implements regular in-service meetings.
21. Oversees special events planning.
22. Other duties as assigned.

OTHER FUNCTIONS: The company may assign other functions to the job at its discretion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system. The employee frequently is required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions. The noise level in the fast-paced office environment is usually quiet.

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| SECTION III |
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DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies and procedures.

Decisions/Actions Permitted

Decisions/Actions Referred

SECTION IV

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree in Early Childhood Education from an accredited college/university (jn a related field with a minimum of 18 credit hours in Early Childhood Education)

Or

Bachelor's Degree (B.A.) in Early Childhood Education from an accredited college/university (in a related field with a minimum of 0-18 credit hours in Early Childhood Education)

And

A minimum of three years direct service in a supervisory role and administration.

LANGUAGE SKILLS:

MATHEMATICAL SKILLS:

REASONING ABILITY:

CERTIFICATES, LICENSES, REGISTRATIONS:

OTHER SKILLS and ABILITIES:

1. Ability to maintain confidentiality.
2. Uses supervision effectively.
3. Effective communication skills in conveying information and ideas and ability to work cooperatively with administration and staff, consultants, regulators and funders.
4. Ability to work in a highly demanding, stressful environment.
5. Capacity to assume responsibility for own professional development.
6. Comfortable and skilled in problem solving and decision-making.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE: