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## WEST END YMCA JOB DESCRIPTION

Job Title: Preschool Director

Job Code: XXXX

FLSA Status: Non-Exempt

Job Grade: XX

Reports to: Child Care Program Director

Revision Date: 09/3/2020

Leadership Level: Leader

Primary Function/Department: ECDC Scheu Family Y

### POSITION SUMMARY:

The Preschool Director is responsible for the careful coordinating and monitoring of preschool programs; supervising all on-site staff within YMCA and licensing guidelines; maintaining open communication among participants; promoting a healthy balance between learning and fun; following the safety standards and guidelines established by the Department of Social Services. All programs and materials must be managed in accordance with the purposes and policies as set forth in the strategic plan, the Personnel Policies Manual, Employee Manual and other Association policies as may be formulated.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

- Plan, supervise, and implement the program in accordance with YMCA Child Care policies.
- Comply with Community Care Licensing standards at all times.
- Supports the policies, procedures and philosophy of the West End YMCA
- Follow all guidelines and regulations of the West End YMCA, Department of Social Services, Community Care Licensing, and Title 22.
- Plan and implement the daily schedule.
- Plan, prepare, implement, and clean up the daily curriculum.
- Plan, prepare, and implement the learning environment, and establish interest centers.
- Supervise children in all activity areas.
- Ensure supervision of children in the program at all times.
- Supervise all staff including monthly site evaluations and biannual staff evaluations.
- Closely coordinate and monitor site personnel's arrival, departure, and absence.
- Ensure the accuracy of daily calculations of the daily attendance sheets.
- Ensure the organization and filing of documents, children's files, other program resources, and posting of parent information.



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- Maintain up to date records on all children enrolled.
- Ensure that tuition payments are submitted to the Branch Office within allotted deadlines.
- Establish and post emergency procedures appropriate to the site and in conformity with the procedures adopted by the YMCA Risk Management Authorities to ensure the safety of the children.
- Plan and coordinate activities that meet the children's developmental needs and interests.
- Conduct monthly meetings for all staff (two per month).
- Work with site staff to produce a monthly calendar of child care activities, family events, etc. to be turned in monthly.
- Effectively manage monthly petty cash.
- Attend all staff meetings and training programs, maintains professional and technical knowledge.
- Interact with the children being consistent and fair and treating them with dignity and respect.
- Communicate daily with the parents, always greeting them and acknowledging them; conduct parent conferences as needed to resolve site concerns and behavior management.
- Secure parent representatives for the Parent Advisory Committee in the design and implementation of the program within appropriate.
- Communicate with the school personnel effectively and create a positive relationship.
- Ensure that all children are signed in and out daily.
- Maintain loyalty and professionalism at all times.
- Effectively manage personal weekly schedule in order to work no more and no less than forty hours per week.
- Prepares reports by collecting and analyzing information upon request.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable related business duties if requested by the immediate supervisor or Executive Director. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

#### **EMPLOYMENT REQUIREMENTS:**

The following requirements for employment are:

- Criminal record clearance by being fingerprinted prior to reporting for work and signing a statement regarding criminal convictions.
- Ability to adequately observe participant activities, enforce safety regulations, and apply appropriate policies and procedures.
- Youth bus certification may be required and obtained after reporting for work.
- Pass a physical examination, TB test and drug screen prior to employment.
- Attend Child Abuse Prevention and Health and Safety training within three (3) months of employment and New Hire Orientation within the first three (3) months.
- Able to relate well to both children and adults.
- Ability to provide leadership and stability for program continuity.
- Adult/Pediatric CPR and First Aid Certification required (attained within 30 days of hire)
- Community Care Licensing Component III Certification (attained within 30 days of hire)



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- Responsible for reporting to work on time, adhering to appropriate dress code for position and department of responsibility.
- Must have a valid driver's license, be at least 18 years old, have an acceptable motor vehicle record (MVR), a safe and operable vehicle, carry both state/YMCA-required insurance coverage at all times and be able to perform all assigned transportation-related duties as required.

#### **QUALIFICATIONS:**

- Must have professional preparation as a teacher of young children with an emphasis in Early Childhood Education and development.
- Must have fifteen (15) semester units in Early Childhood Education or related field, three (3) of those units being in administration and four (4) years previous experience working with children or a BA in Early Childhood Education or Child Development with one (1) year of supervisory experience.
- Must enjoy working with children and be highly dependable.
- Should have a warm and friendly personality, be sensitive to the needs of others, and be willing to fulfill the responsibilities in accordance with the program goals.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Employees are required to be able to perform all of the following essential functions of the job, either with or without reasonable accommodation:

- Visual and auditory ability to respond to critical incidents
- The physical ability to act swiftly in an emergency situation
- Physical ability to lead active sports, games, and curriculum activities
- Monitor behavior requiring physical separation
- General housekeeping to include, but not limited to: cleaning bathrooms, wiping down tables and appliances, sweeping/mopping/vacuuming floors, taking out trash, and locking all doors.
- The ability to perform various physical activities as related to child care