

[INSERT ORGANIZATION'S NAME]

JOB DESCRIPTION – PROGRAM DIRECTOR

Job Title: Program Director

Division/Department:

Reports to: [Name & Title]

Department Director:

Supervises:

Key Relationships:

Internal:

External:

Location:

Age/Level:

Position Classification:

Hours per Week:

Exempt or Non-Exempt:

Job Summary:

Coordinates the provision of nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment, through supervision of group staff, students and volunteers and in co-operation with parents and other groups within the program.

Principle Duties & Scope of Responsibilities:

1. Supervises teachers, students and support staff; schedules work and assigns responsibilities; chairs group staff meetings; participates in staff hiring and dismissal; evaluates teachers and support staff; orients and trains staff and others; facilitates communication among group staff; arranges for replacement staff as needed; acts as teaching role model and provides leadership to the teaching team.

2. Advises, consults and assists staff in planning and implementing the daily program of activities; prepares appropriate materials and equipment and sets up areas for planned activities; provides a safe, flexible and stimulating environment which facilitates early learning; provides a welcoming and nurturing environment by demonstrating ongoing affection, acceptance and support of each child; guides and assists children in activities, routines and transition times; teaches appropriate behaviors and skills through modeling, counseling, mediating, observing, questioning, demonstrating and reinforcing; implements therapy suggestions as required.
3. Oversees the progress of the children and the group; ensures recording of observations and assessments on children's progress and behavior; recommends program and teaching modifications to meet special needs and reviews progress monthly; follows assessment and referral process; writes behavioral and developmental reports; chairs program evaluation meetings.
5. Monitors the health and safety of the group; ensures that the group maintains standards set by licensing requirements; participates in annual health and safety inspection; refers health and safety concerns and makes recommendations for change; records and reports accidents and serious occurrences; isolates ill children and makes arrangement for notification of parents and supervision of child; delegates responsibility for the administration of medication; makes arrangements for alternate pick up of late children
6. Ensures positive communication with families through regular verbal and written contact regarding program, children's progress, opportunities for involvement, special concerns and family needs; conducts parent/teacher interviews, case conferences as required; organizes parent education workshops; coordinates communication with prospective clients; interviews prospective clients and completes intake and orientation procedures.
7. Prepares and produces written documents to meet program information and communication needs; Administers group documentation and equipment and supplies budget; monitors budget and maintains petty cash; updates schedules and timetables regularly; designs documents for group use; maintains children's attendance records, emergency information and the daily log book; collects medication information from parents and informs staff; verifies staff time sheets; develops prioritized list of equipment and supplies; administers and monitors group equipment and supplies; orders/purchases equipment and supplies with approval;
8. Ensures staff remain current and knowledgeable; makes recommendations for in-service training; provides for the professional development needs of staff; maintains own knowledge through professional development.
9. Respects confidentiality and relates to parents, children and other staff members in a professional and ethical manner.

Education and Training Required:

- Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications
- Minimum of five years' experience in a group child care program

Position Qualifications:

- Strong organizational and administrative skills
- Good interpersonal skills
- Proven ability to work closely with other team members
- Sensitivity and respect for individual and cultural differences
- Adequate energy level and ability to meet the physical demands of the job
- An additional language would be an asset

Physical Requirements:**Equipment to be Used and Operated:****Working Conditions:****Essential Job Functions:**

- To perform duties in accordance with the mission statement and core values of the Seventh-day Adventist Church
- To provide high-quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in care
- To assume a supervisory and leadership role to the group for which the program coordinator is responsible

Mental/Emotional Requirements:

Safety Responsibilities:

Additional Requirements:

EMPLOYEE ACKNOWLEDGMENT:

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department director.

Signature

Printed Name

Date

REVIEWED BY

Title

APPROVED BY

Title

DATE POSTED

DATE HIRED