



# Rochester Childfirst Network

SERVING CHILDREN SINCE 1857

## Job Description

**Job Title:** Director of Childrens Programs

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Summary:** Responsible for overseeing staff and curriculum for the children's program including infant/toddler, preschool, universal pre-kindergarten, and school-age and providing direct supervision and support to teachers and classroom staff. Coordinates integrated preschool services and programming with the director of SMILE and with the director of operations to oversee enrollment and compliance by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Manages all aspects of the children's program related to curriculum and staff, ensuring that pathways and afterschool works accreditation guidelines are followed with fidelity to create developmentally appropriate learning environments.\*
2. Administers directly the infant/toddler, preschool, and universal pre-kindergarten programs.\*
3. Coordinates with the director of the SMILE program to ensure pathways standards are being followed in all integrated preschool and universal pre-kindergarten programs.\*
4. Oversees the Teaching Pyramid Model PBIS implementation, with fidelity, and coordinates with teachers to ensure the Practice-Based Coaching TLC model is implemented with fidelity.\*
5. Recruits, hires, supervises, and evaluates the school age coordinator.\*
6. Oversees and participates in the recruitment hiring of school age teaching staff with assistance from the SAC and human resources.\*

7. Recruits, hires, supervises, and evaluates all teaching staff for the infant/toddler, preschool, and universal pre-kindergarten classrooms.\*
8. Provides for the direct supervision and support of teachers.\*
9. Meets daily informally and weekly formally with the director of operations to offer insight into placement of new children and to assist in full enrollment in programs ensuring full enrollment.\*
10. Works in conjunction with the director of SMILE, teaching staff, and the school age coordinator, plans, implements, manages curriculum and classroom environments following Pathways, Quality Stars, and NAEYC developmentally appropriate practices and RCN goals.\*
11. Schedules and implements monthly classroom team supervision meetings, along with individual supervision as needed.\*
12. Attends weekly full team meetings with the director of SMILE.\*
13. Provides training and mentoring to teaching and program staff and encourages their ongoing professional development.\*
14. Differentiates professional development based on individual staff needs and according to New York State OCFS regulatory requirements.\*
15. Provides a full orientation, as defined by the staff manual for new employees.\*
16. Maps out their first 15 hours of training, as required by OCFS licensing.\*
17. Maintains knowledge of and state licensing regulations and accreditation standards in all areas.\*
18. Responsible for accreditation and licensing renewal time, working with the ED, director of SMILE and the director of operations to prepare the programs for these visits to ensure successful completion.\*
19. Develops positive relationships with parents as partners in the development of their children, including daily parent communication, parent education, and parent-teacher contacts.\*
20. Supports teaching staff related to parent concerns, needs, and conflicts to facilitate positive ongoing communication.\*
21. Establishes the parent group each year and facilitates the running of this group including activities and events as well as updates on the annual parent survey.\*

22. Maintains knowledge of and access to various community service agencies that provide support and intervention to children and families.\*
23. Meets with Rochester Childfirst Network's social worker, consultants or service providers as needed to support children and staff.\*
24. Manages curriculum budgets in coordination with the director of operations and the director of finance.\*
25. Supports and approves appropriate substitute coverage/procedures by the main office.\*
26. Responsible for being available for backup coverage if needed in classrooms as schedule allows.\*
27. Oversees the implementation of the summer camp program under the direction of the school age coordinator and director of operations on enrollment issues.\*
28. Networks with other professional organizations related to early childhood education, including universal pre-kindergarten, PK, 292-BABY, ECE Quality Council, RAEYC, and ECDI.\*
29. Ensures that offsite meetings do not interfere with the quality of our program.\*
30. Acts as a backup health advocate and MAT person.\*
31. Participates as a team member on the administrative committee.\*
32. Serves, ex-officio, as staff liaison on the board of directors program committee and other appropriate board committees as needed.\*
33. Performs other duties as assigned.

### **Supervisory Responsibilities:**

Directly supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications:**

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.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, accounting software, inventory software, payroll systems, development software, internet software, and database software.

**Education/Experience:**

Master's degree (M. A. / M. S.) in early childhood education required by the state education department; and two to four years related experience and/or training in supervision; or equivalent combination of education and experience.

**Certificates and Licenses:**

- New York State certification
- Early childhood and/or childhood certification

**Knowledge, Skills, and Other Abilities:**

- Conflict management skills
- Leadership skills
- Relationship building skills
- Time management skills
- Oral and written communication skills
- Professionalism
- Diplomacy
- Budgeting skills
- Planning skills
- Project management skills
- Business analysis skills
- Interpersonal skills
- Knowledge of child development and classroom curriculum

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electrical shock, and blood borne pathogens.

The noise level in the work environment is usually moderate.

I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

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Employee Signature Date

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Supervisor Signature Date