



Job Title: Preschool Director, Full-Time, Exempt

Prepared By: Senior Program Director

Department: Youth Development

Prepared Date: 3-1-2023

Reports To: Senior Program Director

Approved By: CEO/ Executive Director

Salary: \$52,000-\$55,000

Approved Date: 3-1-2023

This position assumes responsibility for the management and operations of our preschool programs. This position is responsible for leading the development and implementation of preschool programming, curriculum, and education at multiple locations, providing leadership for staff, developing the program operating procedures and standards while ensuring financial sustainability. This role is responsible for operating the Ashland Family YMCA preschool in compliance with certification requirements. The Director will also serve as head teacher, but shall have no regular teaching duties if we are operating more than one site. This person will need to qualify as both a Director and Head Teacher. This position is year-round, running a preschool during the school year and summer camps when school is not in session.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the development, implementation, and day-to-day management of the Preschool Licensed Program operations; ensuring growth, volume, safety and innovation.
- Responsible for administrative functions, including, but not limited to: financial management; maintaining records; budgeting; policy development; ensuring the appropriateness of program activities according to age and developmental levels of children; staff orientation; management and training; maintenance of materials and supplies; meal planning and preparation.
- Monitor operations and ensure all licensing requirements are met.
- Experience in multiple site management, understanding of child development principles and developmentally appropriate practices, understanding of state-licensed program, experience with fiscal management and staff development.
- Ensure all YMCA policies & procedures, state licensing, health department, fire safety and emergency preparedness requirements are adhered to at all times.
- Oversees marketing, registration, communication and operation of on-site and off-site facilities.
- Required to maintain all records, including but not limited to rosters, incident reports, unacceptable behavior reports, staff files, children files, and medication forms.
- Demonstrates a working knowledge of the YMCA childcare policies; ensures the program meets the highest standards of excellence. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Regularly communicates with families about their child's day, address any behavioral issues and work with families to make accommodations, if needed.
- Ability to lead and participate in a range of activities in a variety of indoor and outdoor settings.
- Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor. Actively engages with youth and activities during the program.
- Create and implement age appropriate curriculum.
- Must successfully pass a security clearance and Office of Child Care's Central Background Registry.
- Lead, attend and participate in all staff meetings and trainings as required.
- Perform other duties as assigned.

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.



JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Maintain a positive image at all points of contact with members of the public.
- Maintain professional attitude/manner and respectfully take direction from Supervisor.

QUALIFICATIONS

- Must be 21 years of age or older.
- Bachelor's degree in early child hood education or combination of professional references, education, experience/training.
- Must be enrolled in the Office of Child Care's Central Background Registry.
- At least one year of training and/or experience in management and supervision of adults; and have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training.
- Must have completed OCC approved health and safety training within thirty days of employment.
- Must complete a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.
- CPR/AED, and First Aid Certification, must include Adult and Child/Infant, Food Handlers Card, obtained within 30 days of hire or before the program starts, whichever comes first.
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds.
- Excellent communication and interpersonal skills. Experience in classroom management.
- Ability and willingness to fulfill responsibilities in accordance with program goals.
- Continuing education as required by licensure.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

PHYSICAL DEMANDS

- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.

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.

Employee Signature: _____

Employer Representative: _____

Date: _____

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