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## JOB DESCRIPTION: CENTER DIRECTOR

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### Job Description

Educational/Program Director ensuring delivery of high-quality program and instructional programming with overall responsibility of the school. To include recruitment of families and staff. This position also requires representation of the program from time to time in the absence of the Administrator, daily operations. Must be able to guide teaching staff in delivery of instructions with fidelity, lesson planning and assessment checkpoints, using COR Advantage Assessment tool. NAEYC Accreditation knowledgeable to assist with program and classroom portfolios, DC Early Learning Standards of Learning including curriculum implementation in classrooms, staff training and development, student enrollment, parent and community relations, staff supervision and facility management.

Must hold a Bachelors degree or higher. Knowledge of ITERS, CLASS, QRIS and NAEYC. Ability to manage teaching staff, multi-task to ensure educational program is administered to fidelity. Familiar and follow all regulatory agencies requirements.

Must established a reasonable marketing / recruitment plan to market and recruit new families to ensure center maintain its licensing capacity at all times.

Must be capable of hiring and role model for teaching staff. Review and guide to fidelity lesson plans using the Creative curriculum, with Teaching Strategies GOLD or COR Advantage Assessment tools with full knowledge of assessment tools and data gathering.

### \*Responsibilities

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- Complete control and responsibility for the overall success of the center including in the daily operation
- Ensure center enrollment capacity at all times by marketing, communicating with potential parents, hosting events
- Ensure all OSSE regulations are followed at all times; including maintaining of paperwork and submission of required reports.
- Implement, oversee and ensure maintenance of all classroom operating at optimum levels.
- Ensure coverage of classrooms are maintained and manages staff time off schedules.
- Develop and implement a system to ensure staff fulfills daily, weekly, and monthly tasks associated with the implementation of each program, including implementation of
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## Emergent Preparator



curriculum and review of lesson plans and sharing overall progress data to the Administrator.

- Coordinate implementation of student assessment and the corresponding capturing and reporting of data. Communicate with parents and other stakeholders as needed.
- Coach to fidelity and evaluate teachers in classrooms
- Participate in recruitment strategy, including conducting interviews, and checking references.
- Complete administrative tasks including but not limited to reviewing attendance and meal counts ensuring compliance with OSSE Attendance Reporting requirements and CACFP procedures for meal count reporting
- Support orientation activities of new staff and new families
- Give focused and timely feedback to teachers on lesson plans and assessments
- Create and support Family Engagement /Parent Initiatives
- Create and implement professional development plans for teachers
- Manage inventory and order supplies as needed.
- Assist with re-accreditation process as per NAEYC requirements
- Ensure state and local compliance and including annual health and safety training