

## **DIRECTOR**

### **Duties and Responsibilities**

#### **General**

- Complies with the bylaws of Employer.
- Imparts a positive image to parents, children, staff, and visitors.
- Maintains a safe environment, including but not limited to, the identification, removal of unsafe equipment or materials and providing adult supervision for all areas when they are open to children.

#### **Curriculum and Educational Philosophy**

- Defines and implements the preschool's educational philosophy. This shall be done in consultation with staff from both programs and based on appropriate child development and educational theories.
- Plans and conducts the daily program and provides a developmentally appropriate environment which reflects our school philosophy.
- Revises the program structure and curriculum, using member input from the yearly program evaluation conducted by the Vice President and Board of Directors, new ideas from professional development courses, reading, educational theory and input from other teachers.
- Plans and implements with the fellow director(s) teacher work days for the purposes of planning and developing curriculum, ordering supplies, discussing staff concerns, and/or consulting on development of students. These teacher work days may include professional development for the staff, including the biannual renewal of first aid and child CPR certificate. These meetings will be held throughout the year, as noted on the school calendar developed at the beginning of each Board term.
- Provides input and revisions for the section of the member handbook dealing with curriculum, program, participation, philosophy, and goals, as requested by the Board of Directors.
- Presents a written curriculum overview to the Board of Directors at least one week before the September Board meeting. The overview shall be submitted to the Vice President.

Distributes each month a day-by-day curriculum calendar to parents, describing activities and themes for the upcoming month. Provide timely reminders throughout the month to members, parent participators and students, as necessary.

Maintains an awareness of parents' strengths; to encourage and assist parents to feel a sense of partnership with the teachers and with each other.

Schedules and participates in a rotation for leading group time.

### **Parent Education**

Consult with Administrative Assistant to update and maintain job cards for participating members, which will define specific duties. Supervises the carrying out of these duties.

Consult with Administrative Assistant regarding rotating participating members through all stations where an adult is required (excluding floater).

Develops and implements an informal, ongoing education program for the participating parents: by modeling ways to handle situations where children require adult assistance, by discussion with participants towards the end of the program day, and by direction and support to parents one-on-one or in groups, and at membership meetings.

Plans and implements with fellow director(s), other staff, and membership chair an orientation meeting for new members, to be held in August. To participate as needed in a midyear orientation.

Plans with fellow director(s) to conduct parent training workshops, approximately one hour segments during membership meetings. Topics may include but are not limited to separation anxiety, conflict resolution, styles of play, kindergarten readiness. Final topic selection and dates shall be determined in cooperation with the president.

### **Child Development**

Assists children with adjustment to the program and peer

Defines and implements the preschool's conflict resolution philosophy. This shall be done in consultation with staff members from both programs and based on current child development theories.

Responds appropriately to conflict situations with a clear, consistent, age and appropriate strategies that are consistent with our school's philosophy. Supervises parent participators as they engage in conflict resolution.

Hold up to one-half (1/2) hour parent-director conferences for families enrolled in the director's respective program. Parent conferences for new students shall take

place midway through the first semester, and conferences for pre-kindergarten students shall take place between January and March and for younger students before April. Written evaluation will be provided to the parents, either in narrative or checklist form.

Is available as needed for conferencing with parents in person or by phone for up to two (2) hours per month.

Acts as a consultant in matters of the children's growth and development. Is available to consult with outside specialists including, but not limited to, speech and occupational therapists at parent's request.

Reasonably implements child specific strategies recommended by outside specialists at parent's request.

Schedules and participates in a rotation for changing diapers.

### **Staff Supervision and Professional Matters**

Plans and conducts weekly meetings with co-director/assistant director. These meetings shall be scheduled with the assistance of the Vice President and the Staff Scheduler to assure accurate record keeping and appropriate staffing.

Provides input to the Vice President and Board of Directors regarding job descriptions.

Performs a self-assessment once yearly, and whenever requested by the Board, using the employee's job description as the criteria. The Director will share a written report of this assessment with two staff members, one of which must work in the same program.

Knows and enforces personnel policies with the assistance of fellow director(s).

Develops and pursues a written plan of professional development, taking into consideration input from Vice President, Board of Directors, and evaluation comments from membership, as well as one's own interests and goals. (See Policies and Procedures, and Appendix C)

Spends seven (7) hours annually (3.5 hours, twice per year) in the program of which employee is not the assistant director, for the purposes of sharing teaching ideas and unifying the co-op.

Update relevant coursework as necessary to remain current in Early Childhood Education.

### **Licensing**

Is responsible for the operation of the preschool, knows and complies with licensing regulations, communicates with the California Community Care Licensing Department, exercises authority to acknowledge receipt of deficiency notices and

corrects deficiencies that constitute immediate threats to children's health and safety. {Child Care Center General Licensing requirements, Section 101215.1 (c)}

Acts as the ECPC representative to Licensing Agency.

Works cooperatively with the Vice President and the Administrative Coordinator to assure licensing requirements are maintained.

Completes annual licensing paperwork annually in the fall with fellow director(s), Administrative Coordinator and Vice President. (Annual paperwork includes immunization records, staff roster, Board of Director roster, emergency plan, roster of cleared subs/participants)

Keeps all staff, parent, and child immunization records updated according to the latest licensing and Health Department requirements.

Completes 15 hours of health and safety training including but not limited to CPR and first aid training. (Child Care Center General licensing requirements, Section 101215.1 (m)) The cost shall be assumed by Employer.

### **Administrative**

Attends two-and-one-half (2.5) hours of all Board of Directors and General Membership meetings for the purpose of consultation and discussion of the program, special activities, and other matters. The Board may exercise discretion in whether attendance is necessary for any meetings. In the case of co-directors, this duty shall be divided as the co-directors determine.

Attends the annual Open Houses of El Cerrito Preschool,

Conducts periodic inventories and orders needed supplies and materials in consultation with fellow director(s).

Consults with the maintenance chair prior to each maintenance party regarding facility upkeep, repair and replacement. The maintenance chair shall communicate plans for facility upkeep, repair and maintenance prior to each maintenance party.

Acts as an advisor to the membership on matters of equipment and supplies.

Acts as a consultant to the Budget Committee, providing recommendations on budget priorities and needs. This input is required in written form by the last day of January.

Conducts intake meetings and oversees paperwork for all new enrollees in the director's respective program.

Acts as a consultant in questions of denial, readmission, or dismissal of a member or a child.

Meets two times per month for 30 minutes each time with fellow director(s)

Maintains, in conjunction with assistant director, a system for recording late arrivals of participants and late pickups of children.

Posts required exposure notices for communicable illnesses. Works with Vice-President/ Health and Safety coordinator and/or Administrative Coordinator to post information on listserv as well.

Discloses in receipts to Treasurer, items and amounts spent from director's discretionary money by the last day of each month.

Discusses contract renewal with Vice President before Budget Meetings begin in January. Vice president and the Board shall propose revisions to the Contract Personnel Manual and Employment Contracts by the March Board meeting. Draft contracts will be provided to employee after the April membership meeting. Any response or comments to revisions shall be submitted to the Vice President by the April Board meeting, or as agreed with Vice President. Revised contracts, if necessary, will be provided by mid-May. Should sign new contract by June 15, or earlier, by a date determined with the Vice President and President.

### **Physical Requirements**

Ability to stand for long periods of time, sit on the floor and/or child sized furniture, walk on uneven surfaces, and see adequately to read text. Director may occasionally lift and move children and/or equipment up to 50 pounds, bend, stoop, reach, twist, and come in contact with children who are ill and/or contagious.