



JOB DESCRIPTION: Administration Position - Program/Center Director

The Program/Center Director is responsible to serve as the Administrator over the daily operation of Discovery Tree & Arista Schools. This person shall direct the educational, social, developmental, and emotional growth for children, parents, and staff. The Director shall provide a positive, successful model for the children, parents and staff personnel in the philosophy and vision empowered by **Discovery Tree & Arista Schools**. The individual must have the physical, mental, and intellectual capacity to fully teach, supervise, and care for children. Direct Supervisor(s) – Executive Team

Qualifications

- Must be 21 years of age or older
- Dept. of Justice fingerprint clearance
- Must have current physical, clear TB test
- Possess current CPR & First Aid training
- Possess current driver's license and an automobile
- Completion of a minimum of an A.A. Degree or B.A. in Education or equivalent work experience
- Knowledge of licensing requirements (title 22)
- Two years teaching experience and two years Director or Asst. Director experience

(Discovery Tree & Arista Schools reserves the right to promote/hire other qualified persons) including classes in:

- Child Development Administration
- Introduction to Human/Child Development
- Child, Family & Community
- Awareness and sensitivity to each child and staff, have strong leadership skills, as well as diplomacy
- Ability to supervise staff of varying educational and experiential backgrounds
- Ability, skills, and adequate levels of diplomacy to deal with client policy and procedural issues
- Administrative ability including organisational skills, follow through and accountability for staff
- Evidence of emotional stability, maturity, and good judgement to function in crisis situations
- Ability to create a safe and loving environment for children and staff to grow and succeed
- Have the desire to make a difference in people's lives
- To always be part of the solution and never part of the problem
- Infant & Toddler Development Administration (6 units)
- Diversity



- **Physical:** Employees will be required daily to sit, walk, speak, hear and see (vision abilities include close and color vision. Employees are frequently required to use hand/finger dexterity, handle, feel, and reach with hands and arms and must be able to reach all files in the office for 25% of the day. Employees are regularly required to lift to 10 lbs. - 35 lbs. Employees are regularly required to stand, walk, drive to all sites and meeting locations.
- **Language:** Ability to read, analyse and interpret various reports and documents. Ability to respond intelligently and with diplomacy to common inquiries or complaints from agencies, parents, staff, or members of the business community, as well as promote the organization within the community. Ability to write correspondence and reports effectively. Ability to effectively present information to Management Team, public groups, Non-profits, and/or Board of Directors.
- **Mathematical/Organizational:** Ability to produce accurate documentation of supply orders, fundraisers, projected centre needs, work with intermediate mathematical concepts and calculations/computations and has an understanding of financial implications of supply/demand, actual budgeting, accurate financial documentation of supply orders and fundraising.
- **Reasoning:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve problems and make independent judgements in pressure situations and in times of crisis that are positive and supportive of Discovery Tree & Arista Schools. Ability to brainstorm new innovative ideas for program efficiency and effectiveness. Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgements and decisions: and to evaluate the results of decisions and judgements.
- **Other Qualifications:** The ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the performance of duties. Ability to organize and maintain an orderly environment and to handle detailed work accurately. Ability to objectively evaluate employees without prejudice or bias. Ability to delegate work appropriately. Capable of high volume of work in a fast-paced environment and often under pressure to meet deadlines. Must be able to work as an effective team member.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the skills, knowledge, and/or ability required. Discovery Tree & Arista Schools adheres to the provisions of ADA regarding reasonable accommodation.

Essential Functions and Responsibilities include the following-other duties may be assigned.

- The PROGRAM DIRECTOR shall have a broad human understanding, with special skills in meeting the needs of individuals. Further the PROGRAM DIRECTOR encourages and supports the entire staff in co-operation with the corporate structure and vision *Discovery Tree & Arista Schools*.
- Plan, supervise and implement all/part of the program in accordance with the philosophy of Discovery Tree & Arista Schools.
- Maintain positive and effective relationships with staff and families of children enrolled.
- Supervise and direct staff, assistants, and volunteers so that all efforts are made toward a quality program and an efficiently run program.



- Co-ordinates activities among programs, helps Lead Teachers develop Transitions Plans for individual children, assuring proper notice/timelines, handouts, tours, etc. are provided to transitioning children/parents.
- Maintain open communication with staff and parents.
- Provide phone tours, written/mailed information, tours, and enrolment information to prospective clients.
- Maintain equipment, supplies, grounds, and building, alerting the Executive Director, Resources Co-ordinator, and Research Development & Training Coordinator (RD&T) of any needed repairs.
- Monthly administrative duties to include but not limited to: monthly newsletters, annual themes, summer programming, policy updates, inventory control, staff and parent meeting agenda, budget reports, ratios/staffing reports, total hours on time cards, mental health and time off requests, etc.
- Guides program Lead Teachers and staff in maintaining facility, supplies, appropriate staffing levels, materials to reduce waste/breakage/misuse, and monitors monthly supply, grocery, and reimbursements/petty cash expenditures.
- Conduct and manage personnel hiring, training, individually or w/ Executive Team to reflect all aspects of Discovery Tree training, policies and practices, termination procedures and timely performance reviews/evaluations.
- Conduct meetings (staff, board, and parent) in conjunction with the Executive Team.
- Implement and maintain employee/parent handbooks with Executive Team.
- Maintain records
- up to date for both staff and children's files.
- Stays informed and current on legislation and laws pertaining to all children, families, and childcare and development industry.
- Plans and participates in on-site and off-site learning opportunities in accordance with a professional development plan that reflects regulatory, personnel, professional needs, and interests. Assesses own personal strengths and develops goals with the Executive Director, Human Resources Co-ordinator and Research Development & Training Coordinator to meet identified needs. Works toward continued educational advancement.
- Maintains confidentiality regarding all personal information about children, families, and staff. Maintains confidential relations with staff.
- Substitute in the program as needed to maintain consistency, overtime, and salary control
- Provides for inclusion for special needs and culturally diverse populations.
- Attends and contributes to Monthly Administrative Meetings.
- Meets and confers with the Executive Team before and during advisory committees of the program.
- Ability to perform stated duties daily or as scheduled Report to work daily



Wages _____ p/hr _____ O/T _____
_____ mtg rate _____ Signature _____ Date _____

I have reviewed the Job Description for _____, and they are able to fully / With restrictions (please circle one) Perform the essential job duties.

Physician Signature Printed Name & Contact Number Date

