

## **Center Director – Sprout School**

**PAY GRADE: 5**

**Department:** Early Childhood Education

**Reports To:** Senior Director of Early Childhood Education

**FLSA Status:** Exempt

### **GENERAL PURPOSE OF JOB**

The role of the Center Director is to manage the day-to day operations of the specific Sprout School for which they are responsible. The Center Director will be the primary contact with the staff and families at the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### *Enrollment*

- Maintain enrollment and fill openings as needed.

#### *Licensing and Regulatory*

- Maintain children's files in accordance with State regulations and any other funder or accreditation requirements.
- Maintain a current allergy and health condition list.
- Maintain a media permission list; coordinate the use of pictures with the Advancement Department.
- Maintain attendance records.
- Enter accurate and timely meal count data into the database system.
- Ensure that meals are served in accordance with USDA/CACFP regulations and any other funder, regulatory or accreditation requirements.
- Coordinate with the Director of Facilities Management regarding on-going or immediate facility needs.
- Conduct appropriate emergency drills - fire, intruder, shelter-in-place.
- Ensure classrooms are kept in the appropriate classroom ratio; fill in as-necessary.

Represent the school/agency during regulatory inspections. *Family Engagement*

- Work with the staff to provide regular family engagement opportunities.

#### *Supervision*

- Supervise assigned Center staff including timesheet approval, PTO approval, performance management.
- Work with HR to develop staff and provide feedback/coaching/discipline for center staff
- Demonstrates professionalism, engagement and kindness to all children and families regardless of race, religion, nationality, abilities, familial status or make-up, etc.
- Maintains a professional working atmosphere and confidentiality of information in relation to staff, children, families and co-workers.
- Serves on agency committees and community committees as assigned.
- Must be able to commit to alignment with the agency's mission and values.

\*\*In addition to maintaining responsibility and supervision over an individual center, each Center Director is responsible for leading the SPROUT organization in one of the following areas:

1. Teacher recruitment and advancement
  - a. *To include initial interviewing, SPROUT school onboarding, implementing teacher training programs, mentoring, managing open positions across all SPROUT programs, etc.*
2. Child nutrition program
  - a. *To include supervising the Kitchen Manager and kitchen staff, ensure food service meets CACFP requirements, review menus for all age groups, review and approve expenditures for the Child Nutrition Program, ensure appropriate substitutions are made for children with special nutrition needs, etc.*
3. Infant/Toddler curriculum and quality
  - a. *To include leading the SPROUT team to identify and/or provide training opportunities and targets for infant/toddler staff, review infant/toddler CLASS scores to identify areas for improvement, provide support with implementation of the infant/toddler curriculum, ensure quality of the infant/toddler program etc.*
4. Pre-K curriculum and quality
  - a. *To include leading the SPROUT team to identify and/or provide training opportunities and targets for Pre-K staff, review Pre-K CLASS scores to identify areas for improvement, provide support with implementation of the Pre-K curriculum, ensure quality of the Pre-K program etc.*
5. Budgeting and expenditures
  - a. *To include maintenance of credit card use, code purchases for accounting use, submit credit card receipts, act as the liaison for purchasing process changes and improvements, assist with maintaining tuition/billing records, etc*

### **SUPERVISORY RESPONSIBILITIES**

Supervision of up to level 4.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Education and/or Experience</b>	
Required	Preferred
1. Associate degree	1. Bachelor's degree in ECE or higher
2. 3 Years Experience working as a Lead Teacher ECE	2. Supervision experience in an early childhood education setting
3. Excellent written and oral communication skills	3. Experience in basic office management
4. Excellent computer and organizational skills	