



## **Center Director – Sprout School**

### **Description:**

If you value a career in an educational community of extraordinary professionals, join ours! We have an opportunity for an energetic and dynamic Early Childhood Education Supervisor to join the administration team and an incredible school staff. If you have a passion for working with children, are dedicated to providing the best education and care to students, excel in a collaborative environment, and foster positive relationships, we want you to be a part of our team!

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 staff and families at the school. The Center Director is responsible for delivery of a high-quality instructional program and works with the team to ensure overall operation of the school including: curriculum implementation in classrooms, staff training and development, student enrollment, parent and community relations, profit and loss management, and facility management. An ideal candidate will be an experienced Pre-K school educator. This is a full-time position with full benefits.

### **DUTIES AND RESPONSIBILITIES**

#### **Enrollment:**

- Maintain enrollment and fill openings as needed.

#### **Licensing and Regulatory:**

- Maintain student 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 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.
- Demonstrate professionalism, engagement and kindness to all students and families.
- Maintain a professional working atmosphere and confidentiality of information in relation to staff, students, families and co-workers.
- Serve on agency committees and community committees as assigned.
- Must be able to commit to alignment with the agency's mission and values.

#### **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.

#### **Education and/or Experience**

Associate degree or Bachelor's degree in early childhood education or higher

3 Years Experience working as a Lead Teacher in early childhood education

Supervision experience in an early childhood education setting

Excellent written and oral communication skills

Experience in basic office management

Excellent computer and organizational skills

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Salary Range: \$50K-\$60K