

<b>Job Title:</b> Sprout School Center Director			
<b>Work Location:</b> Sprout School			
<b>Department:</b> Sprout			
<b>Reports To:</b> Chief Programs Officer			
<b>Work Environment:</b> Structured, safety-focused, and energetic setting where staff actively engage with young children through supervision, education, and play while maintaining a clean and supportive atmosphere.			
<b>Physical Demands:</b> Frequent standing, walking, bending, and lifting (up to 30–50 lbs), as well as active engagement with children, including playing, supervising, and responding quickly to their needs.			
<b>Pay Grade:</b> 5			
<b>Work Hours</b>	<b>Classification</b>	<b>Staff Supervision</b>	<b>Travel Required</b>
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes %
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No

### Position Summary:

The role of the Center Director is to manage the day-to-day operations of our Sprout School. The Center Director will be the primary contact with the 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.

### Role & Responsibilities:

#### 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 at 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.

### **Leadership:**

- Supervise assigned school staff including timesheet approval, PTO approval, performance management.
- Work with HR to develop staff and provide feedback/coaching/discipline for school staff.
- Demonstrate 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.
- Align with the agency's mission and values.
- Work with Sprout Leadership team to determine the direction of Sprout programs, build strategic timelines, and implement new and on-going projects.
- Work with Chief Programs Officer to manage expansion of the Sprout Schools, including vendor and partner relationships.
- Serve as a back-up for Directors when they are on PTO as needed.
- Representing the Sprout Schools and YWCA Richmond at local, state, and national conferences and meetings as appropriate

### **Education & Experience:**

- Bachelor's degree in early childhood education, Child Development, Education or a related field; master's degree preferred.
- 3 or more years of experience in managing multiple licensed schools, childcare center or preschool required.
- Experience opening new childcare locations.
- Excellent written and oral communication skills

### **Required Knowledge:**

- The ideal candidate must have strong leadership skills, excellent oral and written communication skills and be fluent in MS Office, Outlook, and ability to learn new technologies.
- They must also have a good understanding of developmentally appropriate practice for children aged infant to five years old and a deep respect for teachers in the field.
- A growth mindset with a solution focused approach to motivate and inspire Center Directors, Assistant Directors, and teachers.
- Passionate about serving mixed-income families, braiding public funding, including Head Start, with private pay families.
- Intentional about delivering high quality curriculum and designing and implementing an assessment strategy that can be replicated at each Sprout School location.

- An interest in learning about the child-led approach to early education, willing to be flexible and allow students to lead learning driven by their curiosity to develop and flourish in each Sprout classroom.
- Works well with others and can be a bridge between Sprout School and the finance, HR, and Advancement team at YWCA Richmond.
- Highly organized, self-starter, effective time management and multitasking skills.
- Proactive about building relationships with new families and maintaining high enrollment to make sure the students have access to the best curriculum available.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

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Employee Name Printed

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Employee Signature

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Date

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Manager Signature

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Date