

JEC Director

Job Description

Reports to: Executive Director

This position is responsible for the day-to-day operations of the JEC, which includes staff supervision. It ensures that the center maintains legal, regulatory, and safety compliance in all matters and it provides leadership for classroom management and organization.

ESSENTIAL FUNCTIONS

Supervision:

- Provide direct supervision of classroom staff and volunteers at center
- Follow-up with classroom staff to assure timely paperwork submission (including requirements for licensing, food program, center and classroom)
- Assist Educators in providing supervision and guidance to classroom staff centered on developing strategies for increasing skills through use of plans, observations, implementing Individual Professional Development Plans, and other tools.
- Follow up with classroom staff to ensure lesson plans are completed, documented and provide guidance
- Work with Educators to ensure performance appraisals are conducted in May of each year
- Conduct introductory performance appraisals for newly hired classroom staff within 90 days of hire.
- Manage daily classroom schedules, approve or deny classroom leave requests and ensure appropriate classroom staffing levels at all times.

*Compliance:

- Ensure compliance with all JEC Policies and Procedures. Provide feedback for additions or changes as needed.
- Ensure ratios are appropriate for supervision of children in accordance with Municipal Licensing standards and all classroom staff and children are signed-in correctly.
- Plan and evaluate center fire, earthquake drills, and emergency plans with appropriate staff.
- Works collaboratively to ensure center is in compliance with Municipality Licensing codes and correct any non-compliance issues noted on Child Care Inspection Report.
- Provides quarterly classroom/multispace and playground reviews and corrects any non-compliance issues.

*Facilities:

- Ensure the safety of center by providing oversight of playground checklists, daily classroom responsibility checklists, facilities maintenance requests, and enforcement of safety procedures.
- Work collaboratively with the appropriate staff to prioritize work orders and maintenance services.
- Establish and renew annual emergency evacuation procedure and agreements in coordination with the appropriate staff.

Family Partnerships:

- Assist with crisis intervention as needed.
- Ensure a smooth transition process for families as they move into and out of the program.
- Work with teachers to schedule periodic child assessments.
- Participate in the referral processes (disabilities services, health, family services) as needed.
- Coordinate, monitor, and review child development assessment outcomes as needed.

Family Involvement:

- Support and encourage guardians to identify and participate in guardian involvement activities.
- Maintain positive one-to-one contact to ensure guardians are aware of the daily classroom activities.
- Coordinate and attend guardian involvement meetings and assist families and staff in planning their content.

* Classroom

- Provides direct coverage in the classrooms as needed.
- Assist with key transition times.
- Assist with children who are experiencing difficulties in the classroom.
- Provide guidance and support for classroom staff to implement recommendations based on best professional practices.
- Ensure that all equipment and supplies are available that are need for smooth and effective operations while working within the confines of the budget.

Communication and Community Engagement

- Ensure continuous flow of verbal and written communication in an effective, respectful, timely, and supportive manner to and from other staff, supervisor, families, and the community.
- Work with funding agencies to ensure that maximum monetary awards are received.

- Maintain knowledge of center calendar, events, and other communication to ensure awareness and sharing of pertinent information with partners and stakeholders.
- Create and distribute center specific newsletters, emails, and texts to inform families, staff, and other stakeholders of relevant information.
- Market the Center to help ensure full enrollment is maintained.
- Represent the JEC at community events and partnerships.
- Complete monthly report detailing current status and needs of the classrooms.

Recordkeeping and Reporting

- Ensures accurate and timely submission of all classroom records.
- Maintain child, family, staff, and regulatory agencies files.
- Ensure that the center budget is maintained and that all receipts and expenditures are recorded and reported accurately.
- Compile and submit biweekly payroll records for staff.
- Ensure classrooms submit their required reports in a timely and accurate manner.

Grants and Fiscal Collaboration

- Lead or co-lead development of grant proposals, budgets, and narratives.
- Manage post-award reporting requirements and compliance documentation.
- Track program-related expenses, receipts, and timelines.
- Provide programmatic data and outcomes for monthly and annual reports.

Work Habits and Practices

- Report to work, on a regular basis, as scheduled.
- Function as an effective team member.
- Demonstrate a commitment to JEC mission, values, policies, and procedures in the performance of job duties.
- Continue to increase professional knowledge, skills and competencies in job related areas in accordance with licensing requirements; incorporate and demonstrate new knowledge and skills while performing duties.
- Maintain confidentiality of program information, staff information, and participant information.
- Attend and participate in staff meetings and training sessions.
- Demonstrate professional conduct and behavior.
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties.
- Incorporate constructive direction from supervisor to improve job performance and make changes as needed.

*Tasks are usually delegated to the Assistant Director of Operations

Qualifications

- Minimum age 21.
- Demonstrated knowledge of child development, early childhood program administration, and staff supervision.
- Experience in financial management and compliance oversight.
- Strong communication and organizational skills.

Education & Credentials (must have one):

- SEED Level 7 certificate, OR
- 12 college credit hours in early childhood development/education/psychology or equivalent, OR
- Current CDA, Montessori, or equivalent certification, OR
- Bachelor's degree in early childhood development, child psychology, elementary education, or equivalent.

Required or Willing to Obtain Upon Hire:

- First Aid/CPR certification
- Alaska-approved Health & Safety and Mandatory Reporter Training certification
- Background check clearance as required by licensing