

## Early Childhood Education

### JOB DESCRIPTION

**DEPARTMENT:** Early Learning Programs: Head Start, Pre-School for All, Child Care  
**JOB TITLE:** Child Care Director  
**REPORTS TO:** Director of Early Childhood Education  
**DATE:** August 8, 2018  
**POSITION CLASS:** Exempt  
**Location:** CYC Rebecca Crown- 7601 S. Phillips

**JOB PURPOSE:** Perform functions to plan, coordinate, implement and supervise site child development program in accordance with Head Start Performance Standards, Chicago Early Learning Standards, City and State regulatory agencies.

### Essential Duties and Responsibilities

- Recruit, identify and enroll eligible families for the Head Start /Pre-School for All, Child Care Program.
- Implement a child centered curriculum that promotes the Head Start Early childhood education Standards.
- Develop and implement staff professional development plan.
- Provide a safe and clean environment for children and parents.
- Facilitate the implementation of the health and nutrition program functional areas.
- Screen and recommend candidates for employment.
- Establish performance goal for Head Start staff and complete performance evaluations on a scheduled basis inclusive of reflective supervision practices.
- Monitor program activities to ensure conformance with established standards.
- Develop resources for children, parents and staff
- Assist in the development of community partnerships
- Develop and facilitate Program Governance and Parent Involvement Activities
- Ensure accurate program files are developed and maintained
- Ensure social services are provided to children and families enrolled
- Provide services to children with Disabilities
- Ensure the Mental Health program is planned and delivered in accordance with performance standards
- Ensure all educational documentation and screenings are completed and submitted to funding sources
- Monitor classroom and other education functional area activity ensuring that parents and staff are operating in accordance with performance standards
- Identify, secure and maintain city and state licenses for the program
- Other duties as assigned to fulfill the mission of the program and agency needs

### Qualifications

- Bachelor Degree in Early Childhood Education, Child Development or related field.
- Illinois Director Credential

- 2-3 years related experience
- 3 years supervisory experience
- Ability to work with all levels of staff
- Strong communication skills (verbal and written)
- Ability to communicate, receives, and transfer written, oral, and electronic information effectively.
- Effective coaching and mentoring skills to support adult learning and professional development.
- Knowledge and experience supporting the implementation of high-quality teaching and instructional practices.
- Ability to guide and motivate staff in their professional growth.
- Ability to design and deliver training and technical assistance.
- Ability to collect and analyze data and make recommendations accordingly.
- Good interpersonal skills to establish effective working relationships with staff; Ability to solve problems independently; Computer skills including the following Microsoft applications: Word, PowerPoint, Excel and Outlook.
- Ability to work with diverse populations.
- CLASS Reliable (preferred)
- Knowledge of Head Start Performance Standards, Illinois Early Learning Standards, and developmentally appropriate practices for infants,

#### **American with Disability Specifications**

The physical demands described here is a representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; climb stairs; stoop; kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds.