



Crescent View Academy Job Description

ECE Program Director

Employees at Crescent View Academy will first and foremost perform to the best of their ability and support the school in its offering of an outstanding academic education for all students. Each employee will respect the school’s mission, vision and philosophy and abide by the culture of the school. Employees at CVA will exhibit trust, respect, responsibility, fairness, care and citizenship amongst each other and amongst the entire school community.

Job Title	ECE Program Director
Qualifications	<ol style="list-style-type: none"> 1. BA in Early Childhood Education or related field along with State of Colorado Department of Human Services Center Director Qualification 2. Must meet State of Colorado Department of Human Services Center Director Qualifications and must have and maintain current center director licensure. 3. Compliance with other regulatory requirements as applicable Clearance of CBI and Central Registry check and post-employment physical 4. Reliable vehicle and valid State of Colorado drivers license and evidence of current automobile insurance with at least the minimum Colorado State liability requirements 5. Minimum of 1 year of experience working in a supervisory position in an early childhood education setting 6. Proficiency in Office Suite (2007) 7. Effective verbal and written communication skills
Salary Range	\$30,000.00 - \$40,000.00
Terms of Employment	12 month
Reports to	Principal and Board of Directors
Job Goals	Responsible for leading and directing education programs to ensure that the center exemplifies and maintains a high quality child development program and sustains a positive, safe and healthy center environment where children, parents and staff thrive.
Essential Functions	<ul style="list-style-type: none"> • Provide direction and leadership to maintain quality programming. • Maintain staff / child ratios at all times, including but not limited to schedule breaks, lunches, and planning time. • Respond to questions and concerns from parents, licensing representatives, and the community in a timely and professional manner. • Assure overall cleanliness and maintenance of the building, maintenance of center equipment; note deficiencies in cleanliness and maintenance of the building and report issues to the appropriate resource. • Ensure all supplies are ordered regularly to support center functions. • Monitor expenses and control inventory within budgetary allowances. • Ensure policy and procedures for center operations are clearly communicated to staff and implemented consistently. • Act as the main teacher in planning and implementing the standers based lessons and objectives in the classroom and the outdoor classroom according to developmentally appropriate practice and for individual children’s development.

	<ul style="list-style-type: none"> • Assist teacher assistants to plan and implement effective child guidance techniques; define and communicate appropriate limits and boundaries for children, ensure smooth transitions between activities. • Provide oversight to ensure that child files are accurately maintained and organized including follow-up on all file audits. • Provide oversight to classroom volunteers. • Utilize program transition plan to execute child transitions in a timely manner. • Maintain the Program Monitoring Binder, which includes monitoring all program requirements accurately to ensure a safe and healthy environment for children and staff. • Ensure all Special Dietary Statements are posted and followed. • Ensure all center paperwork is complete and submitted in a timely manner. • Ensure classroom and individual child lesson plans as well as classroom schedules are complete and followed. • Assure compliance and guide staff in complying with requirements of the Child and Adult Food Program, child care licensing, Department of Health, and all other program requirements. • Publish weekly newsletter. • Update all child emergency contacts. • Conduct parent orientations and center tours. • Plan for and coordinate parent meetings and parent involvement activities. • Utilize community contacts to increase enrollment as appropriate.
Other Responsibilities	Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
Physical Requirements	This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
Assessment	Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of certificated personnel.
Approved by	
Date	
Revised	