



## **Center Director – Job Description**

### **Purpose:**

- Work closely with Area Director to provide leadership consistent with the vision of the School
- To maintain licensing standards as governed by CPS
- To responsibly deliver training to employees

### **Responsibilities:**

- Day begins at 8:30 a.m.
- Maintain and control budgets for Center inspections, training and staff meetings
- Knowledge of licensing standards and conducts licensing visits with TDRS representative
- Overseeing annual health inspections, fire inspections, alarm system inspections and other inspections as required by governing authorities to be scheduled and conducted in a timely fashion. (The results of these inspections are to be reported to the Area Director.)
- The responsibility of conducting monthly fire drills, fire extinguisher inspections, inspecting smoke detectors (replacing batteries as needed) as required by local and state agencies
- Conduct tours for potential students
- Responsible for identifying staff training needs
- Train teachers on effective childhood practices
- Meet with designated age level team leaders separately, to define training opportunities regarding age specific curriculums and address any concerns
- Develop action plans in accordance with the aforementioned
- Observe teachers monthly in an effort to identify areas of strength and weaknesses
- Design and implement training sessions congruent with needs
- Implement pre-service training for all new teachers and new substitutes
- Evaluate teachers, classroom centers and programs once monthly
- Recommend teacher raises and or bonuses based on performance
- Perform monthly staff meetings and training sessions
- Create an age appropriate curriculum for students to follow that clearly defines expectations for continuing their education with nCourage Kids
- Ensure that curriculum is being properly implemented at each grade level
- Works closely with Area Director to identify and execute major events for the school.



### **Job Requirements:**

- Knowledge of general learning theories and curriculum development alternatives
- Demonstrate ability to develop new and imaginative programs within the field of early childhood
- Demonstrate ability to discern when enrolled children may need special medical or psychological help
- Articulate in making prepared and extemporaneous training
- Evidence of emotional maturity and stability
- Demonstrate high personal integrity
- Ensure that all teacher responsibilities are performed
- Act as a resource to all teachers. Ability to lead training sessions
- Confer with the Area Director on any concerns or complaints of a parent whose child is experiencing difficulties, i.e. educational, medical, emotional or spiritual

### **Reporting Relationship:**

Report to the Area Director

- Must get Area Director's approval for any expenditure over \$300.00

### **Requirements:**

- Degree that meets the Business requirements for CPS Licensing purposes and degree in Elementary Education/Childhood Development, or teaching certification
- Obtain and annually maintain the educational and administrative requirements for CPS licensing
- Proven track record of successful managerial skills and administrative abilities
- Strong knowledge of Microsoft Word, Publisher and Excel
- Strong speaking skills and ability to run monthly meetings efficiently