

St. Margaret of Scotland Episcopal School

Job Description

Position Title: **Director – Early Childhood Development Center
& Wee Tartan Infant/Toddler Center**

901.01

Reporting Relationship:

The Director of the Early Childhood Development Center (ECDC) and Wee Tartan Infant/Toddler Center reports directly to the Head of School.

Position Objectives:

As a vital member of the senior administrative team, the Director of the ECDC & Wee Tartan Center will provide excellence in the area of overall management of both the program and staff of the Center. The Director will provide leadership in planning for future growth and enhancement in the areas of program, faculty development, and budget.

Essential Duties/Responsibilities include the following. Other duties may be assigned.

School Operations – The Director of the ECDC:

1. Is responsible to the Head of School of St. Margaret's Episcopal School for the overall leadership of the Early Childhood Development Center and Wee Tartan Center and for the implementation of policies established by the Board of Trustees.
2. Is responsible for articulating a vision for ECDC & Wee Tartan Center programs and activities that is consistent with the Mission Statement of the school and staying current with research and developments in the field.
3. Carries out directives and additional assignments as may be required from time to time by the Head of School. Meets with the Head of School on a regular basis to review the status of the ECDC and Wee Tartan Center.
4. Works in concert with the Principals of the Lower, Middle and Upper Schools in planning the academic portion of the school's calendar.
5. Is responsible for the overall coordination of the operations of the ECDC and works with the Assistant Director and Site Supervisor for coordination of the Wee Tartan Center.
6. Monitors the teaching and professional development of ECDC faculty and evaluates each faculty member annually following the guidelines as laid out by the Academic Dean. Plans and leads regular staff meetings.
7. Oversees the management of the ECDC program and Wee Tartan Center to ensure the integrity of the curriculum to support age-appropriate development and preparation across the domains for children to successfully move from P2/P3 to P4/P5 and into the Lower School.
8. Works in concert with the school's Business Manager to develop and oversee the ECDC and Wee Tartan Center budget.
9. Selects and authorizes purchase of instructional materials such as books, toys, and games designed to stimulate learning and development inside classrooms and in the Outdoor Classroom.
10. Interviews and recommends hiring of teaching and support staff.
11. Cultivates a strong partnership among faculty and parents and coordinates activities with parent groups to support the ECDC programs.
12. Confers with parents regarding the Center's program and activities, policies and enrollment procedures throughout the year and with the Office of Admissions for potential and new families.
13. Confers with teaching staff and LEC regarding student behavioral or learning problems, and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
14. Reviews and evaluates Centers' policies, procedures and curriculum to ensure compliance with state and local regulations and to meet/exceed accreditation standards of the NAEYC.
15. Working in concert with the School Nurse, arranges medical attention for ill or injured children in accordance with parental instructions.

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Manages exempt teachers, and non-exempt support staff, and is responsible for the overall direction, coordination and evaluation of the ECDC and Wee Tartan Center. Carries out supervisory responsibilities in accordance with the School's policies and applicable laws. Responsibilities include hiring and training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director will hold a Master's Degree in Early Childhood Education or related field, at least 9 credit-bearing hours of specialized college-level course work in administration, leadership and/or management. to include 36 credit bearing hours of specialized college-level course work in childhood development and learning from birth through age eight in early childhood education or child development. Also required is a minimum of five years' experience in Educational Management of equivalent managerial experience at an NAEYC Accredited center. Proven leadership ability and exceptional organizational skills are required.

Exceptional interpersonal and communication skills are required to be successful in this position. Ability to read, analyze and interpret developmental information. Ability to respond professionally and compassionately to common inquiries or complaints from Administrators, Faculty Members, Students, and the Parent Body in a timely manner. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to relate well with people of all ages, providing strong leadership, exhibiting the ability to be flexible, optimistic, energetic, and possessive of an excellent sense of humor. Ability to maintain strict confidentiality.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data and deal with several abstract and concrete variables.

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms.

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Work Environment:

FLSA Status: Administrator - Exempt