



Strengthening & Equipping Neighborhoods Together

SENT Prep Academy
Child Care Center Director
Job Description

Team Member:		Supervisor:	Executive Director
FLSA (Exempt/Non-Exempt):	Salary (Exempt)	Position (full or part-time):	Full-time
Location:	Hi-Crest area	Travel Required:	Yes
Hours:	40 hours per week	Supervises:	Yes
Last Updated (date & by):	01.24.2021, Kscott	Starting wage:	\$35,000 to \$45,000

Primary interactions with:

Children and families enrolled at the SENT Prep Academy, SENT staff, leadership and partners, vendors, suppliers and community members.

Work schedule: Full-time hours necessary to complete work assignments. Some evening and weekend hours required to support volunteer workdays. The Center is open Monday – Friday, 7 a.m. – 6 p.m.). The Center Director will work varied hours within this window.

80% Administration of programs

20% Administrative paperwork

SENT’s Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT’s Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT’s Core Values:

Relocation, Redistribution, Reconciliation, Holistic Approach, Listening to the Community, and Leadership Development.

Position mission:

The Child Care Center Director is responsible for the execution of organizational strategies and direction of education programs and initiatives for SENT Topeka. The Child Care Center Director is also responsible for encouraging the vision for the Center to be an exemplary program model showcasing high-quality early childhood practices. This supports SENT’s mission by ensuring timely and accurate work that is completed in a satisfactory manner exceeding expectations.

Essential Functions:

- Oversee all operations of the SENT Prep Academy, with the primary focus for curriculum quality, supervision, and training of staff/volunteers and facilities oversight
 - Recruit, hire, develop, train and maintain a strong and cohesive team to support education programs, SENT values and strategies
 - Develop and maintain program manual, program policies, guidance and discipline plan and procedures as aligned with SENT programs and program partnerships
 - Serve as the onsite compliance expert to ensure all employees, volunteers, and other individuals follow program protocol, safety compliance and organization procedures, and stay in constant compliance with all KDHE program regulations
 - Develop consistent expectations, outcomes and behaviors for parents, children, staff, volunteers and other community partners

- Manage and coordinate facility-related duties/departments – food service, transportation, janitorial/ environmental services, scheduling rooms, materials coordination/prep, etc.
- Plan, develop, implement and evaluate the SENT Prep Academy programs, services and activities to ensure they meet strategic objectives, participant needs and interests, and align with partnerships and awarded grants
 - Lead a committee to discuss expansion, new initiatives and refine current programming
 - Participate in annual review and strategic planning with the SENT Team, the SENT Board and Advisory
- Set program-level goals in fundraising, grant writing, and other donor recruitment activities to secure funding for education initiatives
- Maintain preparation and oversight of the of SENT Prep Academy and program budget
 - Report monthly and annual budget to SENT Director
 - Provide reports as needed for grant compliance
 - Provide other required reports to SENT Board, donors and grants
- Routinely evaluate content of SENT website and social media
 - Create and implement schedule with social media consultant to highlight areas of interest regarding education program activities, outcomes and celebrations on social media
 - Create monthly newsletters highlighting new information and celebrations

General Responsibilities:

- Great work ethic and attitude
- Support SENT's strong relationship culture through quality customer service and exceptional teamwork skills
- Provide superior client service by resolving problems efficiently and responding timely
- Prioritize and manage work effectively
- Identify and implement solutions to problems in general and urgent matters
- Actively seek to add and enhance knowledge regarding developments and current trends in the industry that will serve SENT's needs
- Seek the counsel of supervisor on assignments and financial concerns or other issues as appropriate
- Work collaboratively with staff to maintain a team environment to accomplish the tasks necessary to serve and support the company
- Flexible to accept additional assignments as requested by leadership
- Cross-train for other positions to cover when necessary
- Professionalism while representing SENT (onsite, professional and community events and via communications)
- Participate and attend meetings as requested
- Recommend policies and procedures as it relates to the area of responsibility
- Timely responses to inquiries for information to customers, staff, and vendors
- Comply with federal, state, and local laws
 - Follow SENT's policies and procedures
- Other duties as assigned

Performance Measurements and Accountability:

- Accurate and timely completion of the work assignment
- Collaborative relationships are developed and maintained with clients and staff (internal and external)
 - Team player that accomplishes work tasks in collaboration with others
 - Ability to change while accepting and supporting management decisions
- Achievement of objectives as outlined by leadership
- Strict confidence and confidentiality
- Arrive and depart from work timely per schedule

Qualifications: (Knowledge, Skill and Ability)

- Bachelor's degree preferred in Early Childhood, Child Development, Elementary Education, or a four-year degree in a related area of study with a minimum of 12 semester hours in Early Childhood Education or Child Development
- Appropriate teaching experience in licensed child care center or preschool required, along with an Associate's degree in related areas, or the minimum qualifications by KDHE licensing will be considered in lieu of a B.A.
- KDHE Program/Center Director approval
- Ability to make effective decisions that produce positive results

- Ability to communicate effectively through both oral and written communication
- Attention to detail
- Ability to organize work and projects to ensure timely completion
- People skills: collaborative spirit, compassionate, and team player
- Valid Kansas driver's license
- Excellent leadership, management, and communication
- Resident or willing to move to Topeka, KS, preferred
- Knowledgeable and willing to support the mission, vision, values, and strategies of SENT
- Expressed ability and/or references in:
 - Hard work, detailed, organized, enjoyable to work with
 - Follow through, accountable and independent execution
 - Compassionate, perseverance, patient, and empathetic
 - Able to define necessary boundaries with coworkers, families, and others
- Demonstrated ability in working with children, families, volunteers, and community leaders
- Demonstrates leadership ability, interpersonal skills and organizational skills
- Demonstrates excellent teamwork skills and working together to achieve successful outcomes
- Demonstrates emotional maturity and stability and the ability to handle crisis situations
- Demonstrates independent work skills to guide effective decision making and positive results
- Must clear a KDHE KBI/SRS background check

Physical Demands:

- Lift and move items up to 50 pounds
- Must be able to move body fast enough to keep small children from harm
- Sit, stand and walk for extended periods of time
- Ability to concentrate on detailed information
- Ability to work on the computer for several hours at a time
- Ability to bend, kneel and reach items
- Frequent use of hands to finger, handle or feel objects, tools or controls
- Must be able to speak and listen effectively
- Vision abilities for close vision, color vision, peripheral vision and depth perception

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Child care center environment; majority of time spent in a pleasant, indoor environment with good lighting and temperature control. Outdoor play time with the children is a licensing requirement, with the parameters described by KDHE.
- This is a non-smoking work environment, including all premises and other such areas
- Travel may be required, along with that entails standard travel risks

- I can perform this job without accommodation**
 I need accommodation to perform this job

I have read and understand all aspects of the Job Description and agree that I am fully capable to perform the essential functions as outlined. If an accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff is required to follow other job-related instructions and perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature