



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):	MG suggestions 7.23	Starting wage:	\$42,000-\$45,000

Primary interactions with:

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

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

80% Administration of programs

20% Administrative paperwork

SENT’s Mission:

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

SENT’s Vision:

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

SENT’s Core Values:

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

Position mission:

The Child Care Center Director is responsible for encouraging the vision that the center will be an exemplary program model of high-quality early childhood practices. The Director will oversee all operations of the SENT Prep Academy, with the primary areas of focus being staff/volunteer development, maintaining compliance for licensing and grant regulations, and creating a positive atmosphere where children and families can thrive. 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 areas of focus being staff/volunteer development, maintaining compliance with licensing and grant regulations, and creating a positive atmosphere where children and families can thrive.
 - Recruit, hire, develop, train, and maintain a strong and cohesive team to support education programs, SENT values and strategies.
 - Maintain and enforce program policies and procedures manual, 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 and enforce 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, staff scheduling, materials coordination/prep, etc.
- Hold regular staff meetings with the SENT Prep Academy staff to promote teamwork, ensure curriculum goals are met and nurture the development of all employees.
- 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.
 - Meet with the Executive Director monthly for reflective supervision.
 - Participate in annual review and strategic planning with the SENT Team, the SENT Board and Advisory
- Maintain preparation and oversight of the of SENT Prep Academy and program budget.
 - Follow all established internal controls for money handling procedures.
 - Provide a monthly financial report and an annual budget to the SENT Executive Director
 - Provide reports as needed for grant compliance.
 - Provide other required reports to SENT Board, donors, and grants.
- Maintain positive relationships with families and the community.
 - Work 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.
 - Create office hours that allow easy communication with families.

General Responsibilities:

- Display a professional work ethic and positive 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 in a timely manner.
- Prioritize and manage work effectively .
- Actively seek to professional growth opportunities to stay abreast of trends in the field of early childhood and implement recommended best practices at SENT Prep Academy.
- 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.
- Willingness to help with other aspects of the organization as time allows.
- Represent SENT in a professional manner (onsite, professional and community events and via communications)
- Participate and attend meetings as scheduled or requested.
- Recommend updates to personnel policies and procedures to maintain a high-quality early learning program.
- Respond to communication and requests for information from staff, families, community partners and vendors in a timely manner.
- 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 duties.
- 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.
- Annual satisfaction survey from families enrolled in care.
- Strict confidence and confidentiality.
- Create an onsite work schedule to meet the needs of staff and families.

Qualifications: (Knowledge, Skills, 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 childcare 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.
- Ability to obtain Program Director Approval through KDHE.
- 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.
- Resident or willing to move to Topeka, KS, preferred.
- Knowledgeable of and willingness to support the mission, vision, values, and strategies of SENT.
- Ability to set professional and ethical boundaries with coworkers, families, and others.
- Demonstrated ability in working with children, families, volunteers, and community leaders.
- Demonstrated leadership ability, interpersonal skills, and organizational skills.
- Demonstrated excellent teamwork skills and working together to achieve successful outcomes.
- Demonstrated emotional maturity and stability and the ability to handle crisis situations.
- Demonstrated 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.

- Childcare 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