



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	ECS Site Director	FLSA Status	Exempt
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	ECS Operations Director	CEO Approval Date	1/2020
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The Site Director is responsible for coordinating the services and personnel of an innovative, outcome based, child development center/school. This position requires expertise in relationship-based partnership building and working closely with multiple entities to support at-risk children and families.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
MAJOR RESPONSIBILITIES			
<p>The Site Director will ensure overall compliance of all programmatic functions related to the Early Childhood Services program by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Being responsible for the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility. • Ensuring compliance with Head Start Performance Standards, National Accreditations, federal and state regulation, and DHS Licensing requirements. • Supervising center staff and ensuring the completion of performance evaluations, goal setting and professional development. • Maintaining record keeping and reporting systems to ensure accurate information, with timely completion and follow-up. • Actively participating in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families. 			

- Overseeing the planning and implementation of the OKC Educare developmentally appropriate curriculum and assessment for the classroom.
- Overseeing supervision and management of children in the classroom in order to ensure a safe, clean and healthy learning environment.
- Collaborating with state and community partners as needed to enhance ECS child development services, and to ensure effective transition planning for children and their families.
- Additional duties as needed in keeping with our mission, vision and values
- Responsible for all aspects of managing staff including interviewing, selecting, and training employees, directing the work, and evaluating employee performance and compensation.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree or equivalent in Early Childhood Education/Administration	Master's degree
Experience	Minimum of two years related experience 15 ECE units and 15 professional hours of Health and Safety	Experience in human services program and data management
Skills and knowledge	<p>Understanding of Head Start/Early Head Start performance standards and state and local child care licensing requirements</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed</p> <p>Demonstrated, well-developed leadership abilities of problem-solving, communications, adaptability, good judgment; works well under pressure</p> <p>Good organizational and time management skills</p>	Previous knowledge and understanding of Child Plus
Abilities	<p>Must work independently and collaboratively in a team environment</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members</p>	Bilingual Spanish/English speaking

	<p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Local travel required and must have valid Oklahoma driver’s license and insurance as required by the position</p>	
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WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

SUNBEAM’S CORE VALUES

<u>Champion Spirit</u>	<u>Servant Heart</u>	<u>Sunny Attitude</u>
We work like a champion every day: paying attention	We exhibit humility in serving everyone; no job is below anyone	We bring a smile, a positive attitude and treat each other

to details and performing
with excellence

and we all work together to get the
work done

with respect, ensuring a
pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.