



<b>Job Title</b>	School Director	<b>FLSA Status DOL Status</b>	Exempt Full-time
<b>Program/Department</b>	Early Childhood Services	<b>Supervisor Responsibilities</b>	Yes
<b>Reports To</b>	Community Director	<b>CEO Approval Date Revised</b>	8 / 2021 11 / 2021
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

**Must pass required background check, TB and Physical**

### **POSITION OVERVIEW**

The School Director is responsible for coordination of high quality service delivery and staffing of an innovative, evidence-based early care and education child development center. This position requires expertise in relationship-based partnership building and working closely with multiple entities to support children and families of all socioeconomic levels.

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.

### **ESSENTIAL FUNCTIONS**

- Promote, encourage and display examples of leadership for the agency in accordance with the agency mission.
- Demonstrate 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.
- Responsible for the daily operation and maintenance of a safe, clean, healthy and productive school, including both indoor and outdoor environments.
- Ensures compliance with Head Start Program Performance Standards, NAEYC, Oklahoma DHS Child Care Licensing Standards, and other federal and state compliance as it applies.
- Supervise school staff and ensure completion of timely performance evaluations, goal setting and professional development plans.
- Maintain recordkeeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Actively participate in parent or group meetings, community collaborations and partnerships in order to advocate for Early Head Start/Head Start children and families.
- Oversee the planning and implementation of developmentally-appropriate curriculum and assessment for the classroom.
- Oversee supervision and management of children in care in order to ensure a safe, clean, healthy learning environment.
- Collaborate with state and community partners, as needed, to enhance ECS child development services.

- Collaborate with program staff to ensure effective transition planning and communication for children and their families.
- Responsible for all aspects of managing staff including interviewing, selecting, and training employees, directing the work, and evaluating employee performance and compensation.
- Promote culturally sensitive practice.
- Promote, encourage, and display examples of leadership with clients, co-workers, and community.
- Perform all duties and attend required training related to supervisor role.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Chief Program Officer, or Chief Executive Officer.

## JOB QUALIFICATIONS

	<b>Minimally Required</b>	<b>Preferred</b>
<b>Education</b>	Bachelor's degree or equivalent in Early Childhood Education, Child Development, Health or related degree.	Master's degree in Early Childhood Education, Child Development, Health or related degree
<b>Credentials</b>	Child Care Director's credential	
<b>Experience</b>	Three (3) years of experience with staff supervision in an early childhood or child development setting	Five (5) years of experience with staff supervision in an early childhood or child development setting
<b>Skills Knowledge Abilities</b>	<p>Understanding of Head Start Performance Standards and state and local child care license requirements.</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Intermediate knowledge of Microsoft applications and the ability to master other software as needed</p> <p>Good organizational and time management skills.</p> <p>Must work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <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 at-risk, low-income communities.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</p>	<p>Knowledge and understanding of Child Plus</p> <p>Knowledge of NAEYC</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/English speaking</p>

## 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. Occasionally must be able to move needed materials weighing up to 25 pounds.

### 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, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

### Vaccination:

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

### Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. 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. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.**

### **SIGNATURE**

By signing this job description, the employee/candidate affirms that they possess 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 does not and 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.

Employee/Candidate PRINTED Name	
Employee / Candidate Signature	Date: