

Foundations Preschool of Washtenaw County is seeking a Program Director for our Toddler and Preschool Programs. The position will begin in August of 2019.

Do you dream of making a difference in the lives of children and families? Do you want to work at a school full of professional and dedicated staff? If so, we would love to hear from you!

Foundations Preschool was established in 1934 and is a large non-profit organization with 7 classrooms and 106 children. Our programs run year-round. We are NAEYC accredited and have four stars through the GSTQ rating system. Our four-year-old classrooms run GSRP (62 children). All classrooms use the HighScope curriculum.

Pay Scale: \$40,000 - \$50,000 depending on education and experience

Benefits include medical and dental, short and long term disability, generous paid time off, and a yearly bonus.

Duties and Responsibilities:

- Supervises the educational program to make certain children are provided a nurturing, stimulating, non-punitive and culturally sensitive environment that encourages language, self-expression, exploration, creativity, cognitive development, and the development of positive relationships.
- Holds center and staff accountable for GSRP and NAEYC requirements including upholding the NAEYC Code of Ethical Conduct. Models professional work ethics at all times.
- Recruits, screens, interviews, selects, trains and supervises all teaching staff. Coordinates staff assignments. Oversees the maintenance of staff records as required by all licensing and funding agencies.
- Oversees program purchasing and inventory.
- Ensures Compliance with State and Federal funding regulations, ensuring programs meets all applicable licensing, program and accreditation standards.
- Provides necessary reports to the Executive Director and regulatory agencies on a timely basis.
- Sustains and/or ensures that the program maintains or receives NAEYC accreditation and Michigan Great Start to Quality highest quality rating.
- Conducts timely performance evaluations of teaching staff; guides teachers in development of individual goals for professional growth; and monitors their progress towards achieving these goals. Facilitates staff professional development.
- Supports and sustains positive morale of the staff. Establishes and maintains a relationship of cooperation and respect with co-workers.
- Models positive behaviors toward and professional interactions with parents.
- Facilitates the use of the center as a teaching site for colleges, universities and agencies.
- Positively projects Foundations Preschool's organizational goals, philosophies and policies to parents, staff and the community. Represents the center in professional organizations, assuming leadership roles and/or participating in conferences, presentations, etc.

- Plans and conducts (in conjunction with outside resources) parent workshops and teacher trainings.
- Ensures the center is safe, clean, and attractive and child and family ready at all times.
- Keeps Executive Director informed of any formal parent or staff concern, issue and/or complaint.
- Ensures the delivery of meals to children are in compliance with all relevant guidelines.
- Performs other duties as required.

Qualifications:

- Must have a Bachelor's degree or higher in Early Childhood Education or Child Development (Master's Degree Preferred).
- Must have at least 2 semester hours in Child Care Administration from an accredited college or university, or a minimum of 3.0 CEUs in Child Care Administration.
- Must have current certification in infant, child and adult CPR and first aid
- Be able to pass criminal background check and TB negative certification.
- Excellent organizational, administrative, and communication skills required.
- Must be able to lead a team, supervise personnel, and manage all aspects of center activities, while maintaining positive interactions with other child care agencies at large.
- Must demonstrate a strong knowledge and understanding of child development, developmentally appropriate practice, and how to incorporate these into the operation of a high-quality child care and preschool.
- Must have prior experience supervising personnel, providing training to adults, and working with young children.
- Must be able to work well within a culturally diverse environment with the ability to handle situations with tact and diplomacy.
- Ability to operate computers and use software applications required.

To apply, please send cover letter and resume to: sandyw@foundations-preschool.org