

Title: Center Director

Qualifications: Higher education degree related to early childhood development; education and/or experience in non-profit administration; strong communication and leadership skills; strong personnel management and community relationship skills. Meets NH State licensing requirements for Center Director.

Core Responsibilities: Development and administration of Sandwich Children's Center educational program and projects in accordance with the mission, philosophy, and policies established by the Board of Directors and within state licensing requirements. The Center Director is responsible for the overall management of Sandwich Children's Center including the responsibilities listed below.

- **Staff Development and Supervision**
 - Establishes a culture of professionalism and commitment to the Center's mission.
 - Employs consistent strategies to develop an effective staff team and to create an open environment conducive to learning and growth of staff.
 - Hires, promotes, disciplines, and discharges all staff members per personnel policies. Establishes procedures for the orientation and training of all new staff.
 - Establishes classroom schedules and teaching assignments to meet the needs of the Center. Ensures substitute coverage when required.
 - Provides regular ongoing individual supervision for all staff. Supports staff to set individual goals and to make use of resources for professional development.
 - Conducts monthly staff meetings, and provides annual staff evaluations each January.
 - Conducts individual professional development guidance in the summer.
 - With the Leadership Committee, reviews personnel policy handbook, salaries, and benefits annually and as needed and makes recommendations for changes to the Board.

- **Classroom Teaching & Curriculum**
 - Oversees the development of all curriculum materials and ensures that they reflect the mission and philosophy of the Center.
 - Teaches on a regular basis and observes at least once per month in Center classrooms and serves as a role model and mentor teacher in all aspects of interaction with children and staff.
 - Works with all staff to implement teaching practices and curriculum consistent with the Center's mission regarding the social, emotional, and physical development of children.
 - Establishes procedures for the ongoing review and development of children's programs and routines, including ongoing assessment of the children in relation to their progress, abilities, and special needs.

- Provides training and assists staff in identifying children who have special needs; maintains referral information for those children with special needs.
- Develops music, arts, gardening and other special programs using community partners and resources.
- **Board Relations**
 - Attends meetings of the Board of Directors as an ex-officio member.
 - Assists the President and Executive Committee in setting agenda items and assembling information for meetings.
 - Provides monthly reports to the Board and timely communication regarding any significant concerns, problems or issues at the Center.
 - Assists Board officers and committees in their work. Provides information and attends committee meetings as appropriate. Utilizes the Board for advice and consultation.
 - Implements all Board policies including but not limited to: admission, attendance, fees, granting of financial assistance, collections, health and safety, and personnel.
- **Enrollment**
 - Establishes procedures for interviewing parents of prospective students, enrolling children, and providing financial aid information to all families. Provides referrals for families as needed.
 - Facilitates orientation and adjustment of all newly enrolled children and their families.
- **Parent and Community Relations**
 - Welcomes all visitors to the Center. Establishes open and warm relationships with parents and community members. Responds to parent and community requests and concerns in a timely and supportive manner.
 - Works with teachers to establish a system of parent-Center conferences and encourages positive parent-teacher relationships on an as needed basis.
 - Ensures confidentiality of the children and their families.
 - Develops written materials to update parents and the community regarding the Center's policies, procedures, and special events.
 - Provides community resource information, maintains a parent resource library, develops parent and family programs. Works with the Board to sponsor community events as appropriate.
 - Works with the Board to represent the Center in the community. Maintains positive connections and with local schools, civic organizations, businesses, training and internship programs, local and state officials, and early childhood education networks.
 - Responsible for the generation and coordination of volunteers for Center program activities -field trips, spaghetti dinners, woodworking or other similar programs.
 - Attend semi-annual clean up, garden maintenance, etc.

- **Health, Safety, and Legal Requirements**
 - Ensures the Center’s adherence to all state and local health, safety, and licensing regulations. Seeks certification beyond minimal licensing requirements as appropriate.
 - Co-primary responsibility for the health and safety of children at all times. Proactively manages all aspects of regulatory compliance required of Center and staff, including:
 - Ensures all staff members follow current State and Center health and safety policies and procedures and are knowledgeable of the Center’s legal responsibilities and liabilities.
 - Establishes and regularly reviews and updates procedures for classroom and playground safety, fire drills, and traffic safety.
 - Works with the Board to oversee maintenance and repair of all facilities and equipment. Makes timely recommendations to the Board regarding improvements needed to ensure the safety of children and staff, the quality of the educational program, and the efficiency of office operations.
 - Establishes policies and procedures for identifying and reporting suspected child abuse and trains staff in reporting requirements and protocol.

- **Finance and Budgeting**
 - Co-primary responsibility for operating the Center in accordance with the approved budget. Meets with the treasurer at least quarterly to assess progress relative to the budget.

- **Additional Responsibilities:**

- **Marketing & Public Relations**
 - Assist the Board, and any consultants hired by the Board, to develop and implement a public relations program to promote enrollment and increase community support for the Center.

- **Fundraising and Grants**
 - Assist the Board, and any consultants hired by the Board, to develop and implement short and long-term fundraising strategies. Assists the Board to implement these strategies when necessary.
 - The director will have a role in the annual appeal. For the concept, choosing the people for stories, etc.
 - Primary responsibility for ensuring warrants are petitioned by deadline.
 - Primary responsibility for ensuring Quimby Fund and other grant requests are met by deadline.
 - Fundraising programs – Assists with Fete/Garden Party needs, coordinates food contributions for Trivia nights, etc.
 - Coordinates volunteers for fundraising events.

Resumes can be sent to Jillian Anderson oleander603@gmail.com. For any additional information, call Sandwich Children’s Center (603) 284-7014.