

Norridge Park District

Job Description

Program Director - Early Childhood Academy and School Age Programming

SUMMARY

The Program Director provides leadership to staff; recommends policies, projects, priorities, programs and budgets within the area of Park District service for Early Childhood and School Age programs and facilities. The Program Director develops and administers school age Before and After Care, Enrichment Programs, Summer Camp and the Early Childhood and Preschool Academy. The Early Childhood and Preschool Academy offers child care and educational programs in accordance with the philosophies and policies outlined by the Illinois Department of Children and Family Services, the Park District, and any accrediting bodies as approved by the Park District.

SUPERVISION EXERCISED

The Program Director directly supervises all employees attached to the Early Childhood, School Age Care, Summer Camp, and Enrichment programs; as well as related administrative staff.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

General

- Acts as the Director-on-Site in a non-teaching capacity; if out of the building, has a secured Director-on-Site such as the Assistant Director or qualified teacher.
- Keeps Park District advised about potential financial resources from which to draw support for Academy programs and projects.
- Serves as a resource to the Board of Commissioners in matters concerning children from birth to age twelve.
- Provides factual data as required for Park Board deliberation and decision making.
- Attends Park Board meetings as required.
- Recommends Academy fiscal policy to the Park District.
- Ensures compliance with Illinois Department of Children and Family Services licensing requirements as applicable.
- Ensures compliance with Park District policies as set forth by the Board of Commissioners.
- Ensures compliance with the local, state, and federal regulations governing children, personnel, and property.
- Shapes the programs, leads, coordinates, makes decisions, develops and maintains a quality programming for the Park District and its families.
- Is aware of all policies and procedures described in the Park District's Personnel Policy, the Safety Manual and Crisis Management Plan, and the Academy Policy and Procedural Manual.
- Participates in 25 clock hours of annual training as required by the Department of Children and Family Services, Illinois ExceleRate, and the National Association for the Education of Young Children.

Administrative

- Ensures the preparation of policy interpretation for the Academy set forth in all handbooks and manuals.
- Prepares procedural statements and directives.
- Develops record keeping and data retrieval systems essential to the effective administration and operation of programs.
- Ensures the development of inventory control practices for both expendable and non-expendable materials.
- Ensures the development and maintenance of quality curriculum and assessment programs.
- Serves as a liaison between the Park District and the Illinois Department of Children and Family Services.
- Applies for and maintains State (ExceleRate) and National (NAEYC) Accreditations.
- Monitors the enrollment status and registration of all department programs.

Financial

- Prepares, monitors, and completes accounts receivable, accounts payable and petty cash flow.
- Prepares, monitors, and updates the annual fiscal budget for the department.
- Prepares, monitors, and completes the USDA Child and Adult Food Care Program application and reimbursement claims.
- Prepares, monitors, and completes the Illinois Action for Children subsidy reimbursement claims and staff requirements.
- Prepares, monitors, and oversees any department orders for food, materials, equipment, etc.
- Researches and prepares grant requests from various state and federal programs related to child care and education.
- Develops and manages fundraising opportunities for the department.

Personnel

- Develops and periodically reviews the administrative structure of the department.
- Ensures the development of a staffing plan that clearly defines position functions.
- Ensures compliance with federal, state, and local regulations covering equal opportunity, minimum wage requirements, pensions, and benefits.
- Hires and provides orientation for all new employees.
- Ensures annual compliance with state and national training and credential requirements for all personnel.
- Conducts performance planning, observations, and formal evaluations for all personnel.
- Makes wage adjustments within the guidelines set by the Board of Commissioners and the Executive Director.
- Monitors and revises as needed department policies and procedures.
- Interprets policies set by the Board of Commissioners and the Illinois Department of Children and Family Services.

Public Relations

- Makes speeches, prepares news releases, writes articles, and develops marketing strategies for Academy programs.
- Functions as a spokesperson of department and/or Park District special event functions.
- Meets with prospective parents to provide tours and program orientations.
- Meets with parents to effectively handle concerns, complaints and inquiries.
- Maintains good relationships with community services: School District 80, the Eisenhower Public Library, local police and fire departments, etc.

Reporting Relationships

- Serves as the liaison between the Department of Children and Family Services, the Academy and the Park District's Board of Commissioners.
- Reports to the Executive Director on matters concerning the general daily business operations of the department, special projects and events, and any problems related to the department's liability.
- Procures prior authorization to create new department staff positions and set fiscal policy as well as to function outside approved budget guidelines.
- Takes action but must inform Executive Director when hiring and/or terminating staff, setting policy and reorganizing department structure.

Other Responsibilities

Other job related duties as assigned by the Executive Director.

Physiological Requirements

- Ability to handle pressure from being responsible for the department's daily operations, finances, and personnel.
- Ability to handle questions, complaints, and concerns from the public and from employees in a professional manner.
- Ability to work with Park District co-workers on a cooperative basis.

Environmental Requirements

- Ability to perform responsibilities indoors and outdoors.
- Ability to perform duties in various lighting, temperature and weather conditions.

Cognitive Requirements

- Ability to follow directions given by the Executive Director.
- Good analytical skills, problem-solving ability, and good judgment in completing responsibilities.

Mandatory Qualifications

- Excellent organizational skills and ability to show high level of performance.
- Knowledge of fiscal procedures and budgetary planning.
- Knowledge of efficient personnel management techniques.
- Skill in oral and written communications.
- Computer fluency and working knowledge of basic accounting software.
- Ability to work with minimum supervision.
- Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.
- Ability to motivate and supervise staff.
- Emotional maturity when working with children.
- Listening skills, availability and responsiveness to children, families and staff.
- Sensitivity to children's socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and capabilities.
- Ability to provide an environment in which children can feel comfortable, relaxed, happy, and involved in learning experiences, play, recreation, and other activities.
- Skills to help children meet their developmental and emotional needs.
- Skills in planning, directing, and conducting programs that meets children's basic needs.
- Demonstrated professional skills in the areas of curriculum planning, staff development, in-service training, program goal setting, lesson planning and performance appraisal.
- Ability to attend meetings, workshops, and conferences during non-business hours.
- Successfully pass a background check as required by the Illinois Department of Children and Family Services.
- Ability to hear the conversational voice with or without a hearing aid.
- Ability to see and read newsprint with or without corrective lenses.
- The use of arms, hands, legs and feet with or without corrective devices to accomplish the job including the emergency evacuation of the building.

Park District Education and Experience Requirements

- A Bachelor's Degree in Early Childhood Education or Administration, Public Administration or related field from an accredited college or university.
- A minimum of five years' experience in the field of Early Childhood Education.
- A minimum of two years' experience as an administrator in Early Childhood Education or management position within the field of early childhood education or related field.

Additional Qualifications as Stated by Illinois Department of Children and Family Services (DCFS)

- Must be at least 21 years of age.
- Must have a High School Diploma or G.E.D.
- 18 semester or 27 quarter hours in courses directly related to child care and/or child development from birth to age six from an accredited college or university.