

- **SGA Child Development Center Director** - to develop, implement, and promote a comprehensive program that will provide an optimal environment for children's development. To be accomplished by direct responsibility and administration of an Early Childhood Educational Program in compliance with mandate of state regulatory agencies. To fulfill University, Student Affairs and Center mission statement.

I Program Policy and Regulations:

- Develop, implement, and regulate Center program policies and regulations that comply with all regulatory agencies and program objectives and goals.
- Provide policies and regulations to clients to ensure understanding and acceptance
- Train staff on university and center policies and ensure understanding.
- Ensure that program remains within safeguard of policies/regulations on a daily basis
- Development and maintenance of all forms for documentation/record keeping
- Monitor safety of facility at all time. Develop and maintain safety plan for all possible emergency situations and make available for parents.
- Input data and information needed for SACS on WEAVE. Establish and prioritize goals and objectives to meet the mission of both the center and the University
- Attend all required trainings mandated by state licensing, quality start, and the pilot program as well as local and state forums/meetings that directly affect early childhood education
- Obtain/maintain certifications such as National Administrator Credential (NAC), Pathways administrator certificate, Pathways state trainer.
- Maintain confidentiality policies and ensure staff, parents, students and all visitors adhere to them
- Analyze program policies to monitor relevancy of specific program objectives, assist in assessing policy effectiveness and develop or modify operational procedures
- Work closely with Health & Safety Provider and Program Coordinator to maintain services that match the mission statement.

II Licensing Agencies

Meet and maintain compliance of each board specific regulations and requirements:

- State of Louisiana Licensing
- Fire Marshall
- State Board of Health
- USDA Child & Adult Food Program
- Child Care Assistance
- Quality Start
- Act 3 legislation

III Budget/Finance

- Develop annual budget and submit for approval
- Secure and manage all funding sources
- Manage current billing system-ProCare
- Manage donations and fundraisers
- Ensure all policies and procedures are followed for funds handling. Input account receivable in ProCare and ledger, accept payment, issue receipts, prepare deposit slip, make deposits at departmental cashier
- Ensure all policies and procedures are followed for accounts payable: approved vendors, purchase requisitions, purchase orders, direct charge, interdepartmental charges, partial receiving report, LaCarte purchasing card, LA state travel card
- Ensure the center maintains a full roster
- Ensure tuition rates are comparable to community based centers as well as centers at peer institutions. Increase rates only when deemed necessary

IV Physical Facility

- Responsible for maintaining physical facility -maintenance, repairs, replacement, and improvement of facility and equipment within
- Ensure facility remains secure, safe, and sanitary for well-being of all occupants
- Secure, appropriate, maintain and update inventory of equipment required by children and staff
- Ensure facility and surrounding areas meet all codes of licensing agencies
- Responsible for facility checks during periods of closure and inclement weather

V USDA Child and Adult Food Service Program

- Complete, submit, secure and remain in compliance with annual FY agreement application
- Supervise program and staff and ensure compliance of all regulations
- Attend mandatory training and seminars
- Ensure record keeping is in compliance and available for audits
- Responsible and/or supervise all purchasing of food products, maintain inventory, meal planning, etc.

VI Staff

- Hire new employees for full time, part-time, and substitute positions following all EEO guidelines. And ensure all staff
- Maintain all staff records and ensure mandated requirements are met
- Supervise all staff and ensure mission statement is being fulfilled as well as policies and procedures are adhered to
- Provide teachers and administrators with tools to assess the needs of the individual child for curriculum planning (training, resource books, mentoring etc)
- Mentor/train all staff in regards to Quality Start, Teaching Strategies GOLD, Louisiana Pathways, CLASS assessment system, research based practices, developmentally appropriate practices, special needs, inclusion
- Enroll all staff with Louisiana Pathways tracking system as required by Louisiana Quality Start
- Provide employees with training/conference/continuing education opportunities for both licensing requirements and professional/personal growth.
- Provide all new employees with an orientation period and on-going mentoring
- Delegate classroom supervisory duties to lead teachers
- Be available at all times for staff (consulting, questions, concerns, etc.)
- Supervise staff and ensure student workers and interns are trained appropriately.
- Oversee informational and operational training programs for staff, students, and families; including but not limited to: presentations on curriculum, documentation, observation, techniques and compiling resources for staff, students, and families
- Provide classroom support as role model to students, staff and observers
- Oversee the supervision of all student personnel, interns, and substitutes
- Conduct monthly staff meetings, bi weekly lead teacher meeting and individual staff meetings as needed
- Supervise, assume responsibilities of, or assist in illnesses, emergencies, discipline issues.
- Evaluate staffs performance annually concerning strengths/weaknesses

VII Programming

- Develop, organize, supervise, coordinate high expectations for center outcomes/programming
- Design, develop, implement, review and adjust a comprehensive Early Childhood Educational Program in conjunction with teachers and administrative staff. Ensure a

holistic approach to learning that provides for social, emotional, physical and cognitive growth for children ages 1 through 6 years of age

- Use data driven, research based, developmentally appropriate guidelines to deliver services
- Ensure records on all children are maintained including but not limited to billing, contact/emergency contact, photo/video release forms, food program form, portfolios, child assessments, developmental checklist, anecdotal notes, work sampling
- Ensure that performance surveys are conducted after each event as well as throughout the year. Use results to influence future programming
- Identify potential improvements and enhancements to program and recommend changes as needed
- Plan and implement special events throughout the year (Spring Fling, parent teacher conferences, Mrudi Gras parade, Homecoming parade, Winter wonderland, Open House, Parent Education night, Parent Breakfast, PreK celebration, special guests, awareness activities, etc)
- Ensure adequate inventory and order supplies when necessary (food, classroom, office supplies, janitorial and kitchen supplies)

VIII Curriculum

- Ensure teacher devised curriculum is developmentally appropriate, age appropriate and culturally appropriate and reaches all learning domains. Curriculum must be aligned with Louisiana Department of Education's Early Learning Guidelines
- To assess and monitor each child enrolled and assist teachers in developing appropriate classroom instruction

IX Parent and Community Relations

- Facilitate and encourage parent involvement and parent-teacher communication
- Oversee parent conferences, parenting education programs, and ensure parent resource room is maintained.
- Assist in referral process for testing and further evaluations
- Provide parenting education through resource library, guest lecturers, workshops, newsletters, etc.
- Develop and implement evaluation tools for parents.
- Community collaboration to enable integrated and efficient delivery of services
- Assist student parents in areas of need to ensure graduation is attained. Provide referrals if needed
- Establish and maintain collaboration with various University departments to support student learning and engagement. Set parameters in conjunction with professor and teaching staff for student observations and on-site experiences in response to required coursework.
- Maintain effective communication with enrolled and prospective families by responding appropriately to their interest, requests and needs
- Work closely with office staff to manage Center's web page and other media used to communicate (Moodle, Facebook, Remind101, etc)

X Other

- Picking up and processing mail daily
- Typing, filing, record keeping all forms of data required for/by: University, children, parents, staff, community, state
- Receive orders and deliveries
- Answer phones
- Greet visitors, answer inquiries, host center tours
- Schedule appointment, meetings, special events, conferences, clinical observers etc...

- Assist staff with housekeeping, Including but not limited to: sweeping, mopping, dusting, emptying trash, etc