

Early Childhood Program Director

Job details: Full time, Monday through Friday, between the hours of 7:30 and 5:30

Pay: \$16.50 - \$18.00 per hour

Benefits: Health insurance, Paid time off, Dental insurance, Professional development assistance

Positive Bright Start has an opening for a Program Director!

SALARY: \$16.50-\$18.00 dependent on experience, Plus Benefits (including paid health and dental insurance premiums for full time employees after 90 days and paid time off, including inclement weather days, after 30 days)

SCHEDULE: Full time, Monday-Friday

PURPOSE: Positive Bright Start is looking for a qualified Program Director for the Positive Behavior Support (PBS) Model classrooms at our Lakeview location. Our staff receive onsite, hands-on training with a classroom coach in the PBS Model as well as in social-emotional and academic curricula. Training, support, and coaching are provided to our teachers to support them in addressing the unique needs of all children in their classroom, while implementing the PBS Model and curricula. Our families, staff, and program are inclusive and diverse, and staff receive training in trauma-awareness, anti-bias education, social-emotional curricula, and more.

The purpose of the Program Director is to provide and facilitate safe and nurturing care for children enrolled in the Positive Bright Start preschool program. The Program Director ensures that the facility, staff, and environment are adequately providing developmentally appropriate and meaningful care to children under the guidance of the Positive Behavior Support Pyramid Model. The Program Director acts as the leader of their licensed site and addresses issues that impact the safety and quality of care provided.

EXPERIENCE REQUIRED:

- Child Development Theory and Practice
- Child and Adult Care Food Program (CACFP)
- Applicable Safety Procedures
- Ability to Provide a Supportive, Nurturing, Caring, and Safe Environment for All Children
- Ability to Exercise Control and Maintain Positive Classroom Expectations
- Ability to Self-Motivate
- Spanish Speaking a Plus

- Strong interpersonal and communication skills and the ability to work effectively with families, children, co-teachers, and administration
- Health Assessment and Negative TB Test
- CPR/First Aid Certification, Child Development, Childhood Illness, Signs and Symptoms of Child Abuse with Head Trauma
- Satisfactory KBI Criminal Background Check
- COVID-19 Vaccination

REQUIREMENTS OF TEACHING STAFF:

- Participate in Positive Behavior Support Training and Coaching
- Social-Emotional and Educational Curricula Training
- Participate in Trauma-Aware Education
- Participate in Anti-Bias Education
- Professional Development (paid)

ORGANIZATIONAL RELATIONSHIP:

- Work under administrative guidance of the Program Administrator.
- Direct report to the Program Administrator and Executive Director.
- Work collaboratively with other PBS Program Directors, the PBS Classroom Coach, and if applicable, assigned PBS FRT Early Childhood Mental Health Clinicians, and other partner agencies.

REQUIREMENTS:

- Meet the requirements of a Program Director as defined by KDHE Rules and Regulations.
- Maintain confidentiality at all times. Follow proper channels for reporting all issues and concerns including PBS staff and/or DCF to Program Administrator.
- Responsible for implementing and supervising the PBS preschool program using the Positive Behavior Support Pyramid Model and model practices in classrooms with fidelity.
- Observe and evaluate children's performance, behavior, social development, and physical health. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with the PBS Classroom Coach, PBS Administrator, and any other child development specialist assigned to observe and assist.
- Work in conjunction with PBS Classroom Coach to develop appropriate behavior plans for identified children.

- Implement behavior plans.
- Collect data regarding student social-emotional and academic strengths and needs – DECA's, ASQ's, and IGDI's/myIGDI's.
- Work with Program Administrator in facilitating staff evaluations and create individual goals for teaching staff.
- Develop and supervise classroom program, curricula, and schedules to ensure best practices and developmentally appropriate practices.
- Maintain Child portfolios
- Participate in and/or provide information to other service providers or schools that work with the children in order to coordinate care or facilitate transitions to kindergarten or other needed services (with appropriate Release of Info consent).
- Ensure all food, formula, baby food, breast milk, etc, is stored, labeled, and disposed of in accordance with regulations.

PARENT COMMUNICATION:

- Participate in site tours for prospective families.
- Develop parent partnerships by coordinating parent orientations, workshops, and parent groups, use of parent volunteers, newsletters, bulletin boards, and class parent involvement activities.
- Address parental concerns and questions and conveys any policy changes to parents. Report issues to Program Administrator.
- Work in conjunction with parents/guardians to determine when an infant is ready for solid foods.
- Discuss/report behavioral concerns, injuries, or other incidents that occur during the school day with parent/guardian.
- Facilitate and participate in parent-teacher conferences twice per year.

PERSONNEL:

- Participate in the interviewing, hiring, training, and provide on-site supervision to site teaching staff and volunteers (parents, interns, and practicum students).
- Ensure site teaching staff meet KDHE education and training requirements.
- Provide classroom orientation within 7 calendar days to new teaching staff per KDHE regulations.

- Prepare staff schedules and monitor staff attendance and compliance with performance expectations.
- Collaborate with Program Administrator to address concerns related to staff performance, professionalism, and/or adherence to personnel policy and/or expectations.
- Effectively delegate responsibilities to team members.
- Provides for and maintain records of staff training, orientation, and meetings as dictated by personnel policies, contractors, and licensors.
- Approves staff timesheets, expense reports, mileage reports, leave requests, and other employee action forms.

ADMINISTRATIVE RESPONSIBILITIES:

- Working with Program Administrator, ensure that site and classroom(s) are in full compliance with all KDHE licensing and safety/fire regulations, including updating licensing paperwork and scheduling any needed inspections.
- Ensure terms of license compliance is met regarding classroom(s) capacity (determined by age, available space, program director qualifications, etc).
- Keep attendance and health, safety, and billing records.
- Ensure that all students' files are up to date, including medical and emergency contact information, and records of any behavioral incidents.
- Ensure that all staff and/or volunteer files are up to date with all necessary paperwork and documentation in compliance with KDHE requirements.
- Follow KDHE regulation when reporting any critical incidents, including reports made to DCF. Maintain documentation and report to parent/guardian as well as Program Administrator.
- Monitor building maintenance requirements and notify the landlord as needed.
- Maintain a safe, positive environment.
- Prepare weekly shopping lists, order supplies, and submit receipts to the Executive Director on a timely basis.
- Oversee food service. Plan meals and assign duties to support staff as needed in regards to food purchase, prep, etc.
- Meet Child and Adult Care Food Program (CACFP) requirements and regulations with fidelity.

PHYSICAL REQUIREMENTS:

- Lifting and Carrying Children
- Stooping/Bending

- Basic Cleaning Tasks

Positive Bright Start Child Care operates under the belief that all children have special needs and special strengths, and in the appropriate environment, all children can learn from their peers as well as their teachers. Our schools have a no expulsion policy and our teaching staff are trained in the Positive Behavior Support model. Positive Behavior Support (PBS) is a problem-solving approach to behavioral challenges that uses assessment data to make decisions, preventative strategies to reduce incidence of challenging behavior, and instructional strategies to teach the child replacement skills for problem behavior.

To apply, send cover letter, resume, and references to kristi@positivebrightstart.org.