

Vail School District Job Description

Job Title: REGIONAL SITE DIRECTOR

Department: Community Programs

Reports To: Director of Community Programs

FLSA Status: Exempt

Level: 24

Approved: October 14, 2008

Revised: November 6, 2014

SUMMARY

Manages an assigned Community Programs childcare site and overseeing assigned sites by mentoring new Site Directors, providing new staff trainings, and ensuring that developmentally appropriate practices, procedures and curriculum are implemented in assigned Community Programs Enrichment Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Responsible for all additional duties listed under the Community Programs Site Director job description.
- Clearly and effectively articulates the philosophies and goals of the Community Programs Enrichment Programs.
- Maintains ongoing professional communications with the Director and Assistant Director of Community Programs, Site Directors, Community Programs Office Manager, staff and parents.
- Assists in the creation of forms and materials used on-site to communicate with staff and parents.
- Conducts quarterly (or more if necessary) Staff Expectation Rubric (SER).
- Serves as a resource for parents by being knowledgeable of community resources, developmentally appropriate practices, and current research in child development.
- Assists Site Directors in the areas of site management, record keeping, budgeting, scheduling, and communications.
- Participates in staff interviews, hiring, letters of counseling and disciplinary actions.
- Maintains a work environment that generates trust, collaboration, and caring.
- Participates in annual evaluations of assigned Site Directors.
- Assists in planning and implementing new staff trainings and on-going in-services for Community Programs staff.
- Represents Community Programs at professional conferences, lectures, meetings, and events.
- Adheres to District policies, regulations, and procedures and to Arizona Department of Health Services licensure requirements.
- Responsible for ensuring that assigned sites have obtained, or are working towards obtaining NAEYC Accreditation.
- Responsible for ensuring that assigned sites utilize daily and/or weekly email communication with families, monthly updated documentation/observation boards, and site newsletters.

- Maintains a professional work environment that generates team unity, trust, and collaboration.
- Must be able to establish and maintain effective working relationships with the Governing Board, Community Programs personnel, representatives of local and state agencies, families and the public.
- Demonstrates knowledge of District's EEO policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Enforces a harassment-free work environment and builds a diverse workforce.

SUPERVISORY RESPONSIBILITIES

This position will supervise Site Directors, and Community Programs staff, volunteers, and student workers at assigned site(s).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

- Bachelor's Degree in early childhood education, public relations, business, marketing, or public administration and minimum five years experience in early childhood and school age-related programs.
- Preferred Education: Master's Degree in early childhood education, public relations, business, marketing, or public administration.
- Minimum three years experience as a childcare site director or equivalent.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Community Programs.

ABILITIES

Ability to demonstrate current knowledge in Arizona Early Learning Standards, DES, and DHS licensing regulations and NAEYC accreditation requirements. Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

TRAVEL

This position requires the employee to be able to travel efficiently between school sites and the district office. Travel is occasional in the local area with infrequent trips within the state. Proof of a valid Arizona driver's license and current automobile insurance are required.

Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions.