Vail School District
Job Description

Job Title: SITE DIRECTOR AND INSTRUCTIONAL COACH
Department: Community Programs
Reports To: Director of Community Programs
Classification: Level 24
FLSA Status: Exempt
Approved: October 14, 2008
Revised: November 6, 2014
Reclassified: September 9, 2020

SUMMARY
Manages an assigned Community Programs childcare site and supports all Community Programs sites by mentoring Site Directors, providing staff trainings/coaching and ensures that developmentally appropriate practices, procedures, and curriculum are implemented.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for all additional duties listed under the Community Programs Site Director job description.
- Clearly and effectively articulates the philosophies and goals of Community Programs (CP).
- Maintains a work environment that generates trust, collaboration, and caring.
- Maintains ongoing professional working relationship and communications with the CP Director, Assistant Director of Community Programs, Site Directors, Community Programs Office Manager, staff and families.
- Assist in the creation of forms and materials used at sites.
- Collaborates with the Director and Assistant Director to provide instructional support for Site Directors and staff at all CP locations.
- Responsible for supporting all Site Directors with Quality First Assessments and/or NAEYC Accreditation.
- May participate in staff interviews, hiring, letters of counseling, and disciplinary actions.
- Provides constructive feedback to CP Director and CP Assistant Director for 90-day and annual site director performance evaluations.
- Review staff annual evaluations with Site Director prior to staff receiving.
- Meets weekly, monthly and/or quarterly with CP Director, CP Assistant Director and Site Directors to discuss staff expectations. Coordinates collaborative team meetings to address site development at a minimum of one per month and more if necessary.
• Reports all concerns and areas for improvement to CP Director or CP Assistant Director in a timely manner.
• Attends and actively participates in all required VUSD and CP staff meetings.
• Serves as a resource for parents by being knowledgeable of community resources, developmentally appropriate practices, and current research in child development.
• Assists with maintaining and updating at least annually the CP Staff Guidebook, CP Parent Handbook, and the Site Director H.E.L.P. book
• Supporting all sites with email communication with families, monthly documentation/observation boards, site newsletters.
• Assists with Beyond Textbooks.
• Assists with maintaining the yearly CP Calendar to include all sites’ family events, parent/teacher conferences, and monthly staff meetings.
• Participates in the facilitation in professional learning sessions.
• Supports the growth goals for all Site Directors.
• Responsible for ensuring that lead staff utilize daily and/or weekly email communication with families, monthly updated documentation/observation boards, and site newsletters.

SUPERVISORY RESPONSIBILITIES
This position will support Community Programs Site Directors and staff in the areas of environments, curriculum, classroom interactions, and program assessments. Supervision will be staff at their designated site.

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.

EDUCATION AND/OR EXPERIENCE
• Minimum three years experience in childcare or preschool environment with demonstrated achievements and progressive responsibilities.
• Bachelor’s degree in appropriate field of study.

CERTIFICATES, LICENSES, REGISTRATIONS
• Must obtain and maintain a valid Arizona fingerprint clearance card.
• Ability to obtain and keep valid 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.
KNOWLEDGE, SKILLS AND ABILITIES

• Strong organizational, leadership, and interpersonal skills.
• Self-motivated and detail-oriented.
• Professional demeanor with strong ethical standards and ability to adapt to change.
• Ability to work effectively with others of diverse backgrounds and various education levels.
• Ability to establish and maintain effective working relationships with the Governing Board, Community Programs personnel, representatives of local and state agencies, families and the public.
• Ability to demonstrate current knowledge in Arizona Early Learning Standards, and DHS licensing regulations.
• 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

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 make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others. Ability to draw and interpret graphs.
REASONING ABILITY
Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram from. 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.

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. 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 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.