

Job Title:	Program Director		
Position Type:	Full Time	Job Category:	Exempt
Supervisor Title:	Board of Directors	Dress Code Requirements:	Business casual
Created Date:	October 2016	Last Reviewed:	February 2023
Shift:	Dayshift, Monday through Friday	Equipment Knowledge:	Computer, business office and kitchen equipment.

Educational Requirements or Preferences:

The professional acumen of the program director must meet or exceed one of the following based on licensing standards (ND Century Code Chapter 75-03-10-10)

- A bachelor’s degree in the field of early childhood education or child development
- A bachelor’s degree with at least six months of experience in a child care center or similar setting and one of the following:
 - Eight semester hours or twelve quarter hours in early childhood education or child development;
 - One hundred twenty hours of department-approved early childhood training; or
 - A director’s credential approved by the department;
- An associate’s degree in the field of early childhood education or child development with at least six months of experience in a child care center or similar setting;
- An associate’s degree with at least one year of experience in a child care center or similar setting and one of the following:
 - Eight semester hours or twelve quarter hours in early childhood education or child development;
 - One hundred twenty hours of department-approved early childhood training; or
 - A director’s credential approved by the Department of Human Services
- A teaching certificate in elementary education with at least six months of experience in a child care center or similar setting
- A current certification as a child development associate or successful completion of a department-approved diploma program with emphasis in early childhood child care, with at least one year experience in a child care center or similar setting; or
- Certification from a Montessori teacher training program with at least one year of experience in a Montessori school, child care center, or similar setting and at least one of the following:
 - Eight semester hours or twelve quarter hours in child development or early childhood education;
 - One hundred twenty hours of department-approved early childhood training; or
 - A director’s credential approved by the department; and
 - Certify annual completion of a minimum of thirteen hours of department-approved training related to child care, including one hour on sudden infant death prevention if the director provides care to infants. The same training courses may be counted toward licensing annual requirements only if at least three years has passed since the last completion date of that training course with the exception of sudden infant death prevention annual training.

Job Description

Program directors direct and lead staffs, oversee daily activities, and prepare plans and budgets. They are responsible for all aspects of the program.

ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES

1. Responsible for the day-to-day management and overall operations of the cooperative.
2. Operates and manages the program according to the program philosophy and goals.
3. Meets all applicable licensing regulations.
4. Establish and oversees the educational curriculum and activities for children.
5. The director reports to the cooperative’s board of directors and is charged with implementing policies established by the board and communicating policies to staff and parents.

Job Title:	Program Director
<ol style="list-style-type: none"> 6. Provides leadership and direction to all staff and maintains a positive working relationship with all. 7. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners 8. Ensures efficient, economical utilization of cooperative resources. Prepares budgets and allocates program funds accordingly. 9. Ensures facility is safe, clean and maintained according to state regulations and cooperative policies. 10. Recruits, hires, orientate, and train new staff. 11. Supervises preschool teachers, childcare workers and all other staff. Supervision includes ensuring adequate training and an assessment of all in class participants for readiness to be in the classroom. 12. Ensure that the staff meets the educational requirements set forth by state regulations. 13. Provide training and professional development opportunities for staff. 14. Evaluates staff performance. 15. Schedules 16. Develops and updates job descriptions. 17. Assist staff in resolving conflicts between children and communicating with parents. 18. Meet with parents and staff to discuss children’s progress. 19. Oversees coordination of parent volunteers. 20. Works with the education committee to design parent education classes 21. Represents the school to public, community, parents, visitors and staff with professionalism and integrity. 	
<p>Additional Notes This job description does not reflect all duties that may be assigned to this position.</p>	
<p>Skills/Abilities Required:</p>	
<p>Expertise in Child Development and Education: The director has extensive knowledge about education and developmental characteristics of the age group of children involved in the program. This knowledge extends to recognizing and respecting cultural and other differences. The teaching element involved in the parent cooperative requires that the director be confident, mature, and skilled at communicating with adults and children.</p> <p>Personal Characteristics: The director of a parent cooperative is committed to, and genuinely values the parent cooperative model. She/he is enthusiastic and skilled at working with children, adults, and groups. The director is focused on the welfare of the group, yet sensitive to the needs of individual children and parents. This balance requires confidence, self-awareness about her/his professional strengths and weaknesses, as well as a commitment to professional growth.</p> <p>Administrative Skills: The director reports to the cooperative’s board of directors and is charged with implementing policies established by the board. The director must be able to administer a quality program for children that integrates parents. This includes the ability to manage budgets, hire and supervise staff, coordinate and direct parent volunteers, as well as direct an ongoing parent-education program.</p> <p>Exhibit a professional appearance and maintain a high degree of responsibility for confidential matters.</p>	
<p>Other Requirements:</p>	<ol style="list-style-type: none"> 1. CPR certification. 2. Must meet the attendance requirements of the position including mandatory meetings. 3. Must speak and write English clearly. 4. Respects the privacy of all persons and confidential information according to confidentiality policies. 5. Driver’s license required. Minimal travel may be necessary.
<p>Physical Capabilities:</p>	<p>Must be physically lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.</p>

Job Title:	Program Director		
I, _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	