



Preschool Center Director

Immediate Position Opening, Waycross, Georgia

Revised: 2/10/11

Preschool Center Director- General Position Description

The Preschool Center Director is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The Center Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, teacher and staff ratios, legal and budgetary considerations, and long range planning. The Preschool Center Director shall exhibit a Christian attitude and be a team player, working well with all staff and promoting the YMCA. The Preschool Center Director ensures that the needs of the students and the goals of the center are met appropriately. The Director serves as an administrator and teacher, serving the needs of the program and both classrooms. The Preschool Center Director is responsible to cross market other YMCA programs to the preschool parents and should believe and promote the Y mission.

Preschool Center Director- Key Responsibilities

- Establish a vision for quality for the Preschool center. Manage adherence to quality standards in accordance with the vision and with the National Association of Child Care (NAC), Georgia's Bright from the Start, YMCA Policy and all State and local requirements.
- Maintain quality effectiveness measurements to assure standards.
- Develop general educational curricula; collaborate with staff to develop positive learning activities.
- Manage adherence to state and local regulations and accreditation standards.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Market the program, Maintaining enrollment(s) in the program and associated program revenues, monitoring and assuring payments and revenues are collected.
- Maintain communications with parents of current and prospective parents of preschool students, through direct conversation, newsletters, calendars and parent handbook; implement community outreach activities to maintain and promote positive community relationships, developing outreach communications, such as; calendars, bulletin boards, white board, preschool news articles, e-mail blasts, parent mailings, newspaper guest columns.
- Process the subsidized food program paperwork to assure compliance as it relates to the YMCA's Preschool Center. Monitor the program, approve menus and food purchases. The director assures meals are compliant with standards always promote healthy choices.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Assist with office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources, staff supervision and purchasing.
- Develop an ongoing process to receive and review staff suggestions and recommendations.
- Implement parent surveys and hosts parent teacher conferences to assure compliance with NAC
- Responsible for NAC Accreditation and all related studies and documentation.
- Complete annual written evaluations of staff under the guidelines of the YMCA and NAC standards
- Resolve conflicts including corrective action when necessary to ensure a positive experience for everyone.
- Manage budget planning and review and provide oral and written budget updates including revenue collection.
- Establish illness and emergency procedures; ensures staff is trained appropriately to the standards of YMCA, NAC and Bright from the Start.
- Implement a strategic plan and goals in keeping with the YMCA mission of program.
- Maintain a personal professional development plan to ensure continuous quality improvement.
- Assist in transportation fleet compliance records as outlined in NAC and Bright from the Start regulations.
- Train staff on best practices for teaching and learning and provide recommendations for trainings.
- Schedule age appropriate learning trips, utilizing the 18-acre YMCA campus and off campus sites when necessary.
- Continually monitor rooms for best practice arrangements of age appropriate learning center(s).
- Monitor and provide suggestions to assure playground and classrooms are maintained to the highest standards.
- Implement a developmental testing program with medical professionals (i.e., Speech Therapists and Occupational Therapists). Communicate and implement a voluntary program of professional tests with the signed parental permission.
- Maintain the preschool fish and reptile tank(s) as live learning labs overseeing the feeding and cleaning.
- Cultivate volunteers to assist with classroom activities
- Cultivate and maintain an ongoing professional relationship with the local college(s), utilizing college students as interns.
- Maintain records of attendance and topics
- Hold staff meetings, with agendas and maintain minutes of those meetings.
- Utilize the benefits of the Y to introduce; music, water safety, physical education, nutrition, and recreation into the curriculum



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Additional Knowledge, Skills and Experience Required of the Preschool Center Director

- Supervisory experience, preference of 3-years' experience as a supervisor.
- Direct professional experience in an early childhood setting (preference of 5-years).
- High energy, team player.
- Strong oral and written communications skills; technology skills and an ability to market the Preschool program and YMCA.
- Ability to work well with others (staff, children, and parents) and to foster a team environment with all YMCA employees.
- A strong understanding of child development.
- Strong finance and budgeting skills.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification required, additional certifications or trainings are required upon employment, such as; standard precautions, recognizing child abuse and use of the fire extinguisher (preference for those who meet all areas of certifications/ trainings listed).
- Must clear a full background check proving no felony convictions, or convictions of child abuse, or related crimes.
- Must pass drug test screening.

Educational Requirements

- A baccalaureate degree, or higher in early Childhood Education/ Child Development
OR
A baccalaureate degree, or higher in a related field (ex. Social work, psychology, special education, or elementary education) with 12 college credits (semester hours) in Early Childhood Education/ Child Development.
AND
Six College credits (semester hours) in business administration/ program management
OR
- A state- approved Director/ Administrator Credential such as; the required Bright from the Start credential (This credential must be maintained throughout the time of employment).
AND
A minimum of one year experience in administration of an early childhood program and a minimum of two years of teaching in an early childcare and education classroom.

Physical Requirements

- Must be able to lift items that range of approximately 35 pounds.

Employment Type

- This position is an administrative supervisor/ a 12 month salaried position, exempt from overtime

Supervision

- This position reports to the YMCA's Associate Director

Wage Range/ Benefits

This position is salaried 12-months. The annual salary range is approximately \$24,000.
After the qualifying probationary period this position qualifies for;

- ❖ Shared Health, Dental and Vision insurance plan
- ❖ Funded retirement plan
- ❖ Time-off benefits (vacation, sick days and holidays)
- ❖ Complimentary YMCA Membership
- ❖ Complimentary child care services for the employee's children; Including Preschool, Afterschool Care and summer childcare through the YMCA-Day Camp.
- ❖ Complimentary enrollment in the Y's youth sports programs, and swimming lessons for the employee's children
- ❖ Paid continuing education units (CEUs) as required for the position



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The Waycross YMCA Overview

The history of the Waycross YMCA is quite unique. The Waycross YMCA was founded and chartered in 1896 and historically, it is one of the oldest YMCA's in Georgia. The YMCA serves multiple counties, from the Waycross, Georgia YMCA facility and is greatly respected for its programs and services. The Y's building is entitled the Childers Family YMCA and boasts over 47,000 square feet of indoor conditioned space on 18 acres. The state of the art facility includes; a Wellness Center, 25-meter heated pool, gymnasium, two-racquetball courts and indoor and outdoor playgrounds.

The YMCA operates with an annual budget of just over 1.4 million and employees approximately 80 full and part-time employees.

The YMCA programs include;

- Preschool for ages 2 and 3 year old,
- After School for children ages 4-12,
- Swimming Lessons for all-ages
- Youth Sports program of coed soccer,
- T-ball, wrestling and swimming
- Music Lesson (piano, guitar, saxophone and voice)

YMCA Mission

The Waycross YMCA is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God. The YMCA puts Christian principles into practice through programs that build spirit, mind, and body for all.

Our Vision

The YMCA of Waycross will build strong kids, strong families, and strong communities

Our Values

Caring, Honesty, Respect, Responsibility and Citizenship

Y Preschool Center Overview

The Childers Family YMCA of Waycross has a longstanding history of offering childcare preschool program. The YMCA's Board of Directors approved the expansion of services from a half day program to a full-service, all day preschool in 2008. The YMCA program is regulated by Georgia Department of Early Care and Learning, Bright from the Start.

The YMCA has demonstrated a commitment to excellence by setting a goal to reach national accreditation standards through the National Accreditation Commission for Early Care and Education Programs (NAC). The NAC standards demonstrate and document quality performances by using research-based criteria. The NAC standards require the program to be in full compliance with state and local regulatory agencies and complete a comprehensive performance evaluation for all program components: Administration, Curriculum, Interactions between Staff and Children, Parent Communication, and Health and Safety.

YMCA Preschool Center Budget

The YMCA preschool budget of just over \$200,000 represents a commitment to excellence. The budget funds three fulltime benefited professionals and supports funds for; arts and crafts, field trips and the developmental age appropriate supplies that are needed for a child to grow. The YMCA campus and fleet of busses serve the needs of the program.

The fulltime instructional positions provide the continuity of care required of any quality program. The YMCA Preschool has two classrooms; with a fulltime certified an instructor is assigned each room. The YMCA program is designed to serve only children who are two-years old and three-years old. Children transition from the YMCA's program into publicly funded Pre-Ks.

The Y's Preschool Center Director provides administrative oversight to assure compliance with NAC standards, while at times filling in as an instructor. In addition to the fulltime certified instructors are part-time instructional aides who, under the teacher's direction assist them with the developmental age appropriate activities.



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Preschool Center Facilities and Support

The Preschool Center Director has a private office with all the technology required to operate a state-of-the-art program. The YMCA supports the program with program software and a staff to assist the director with enrollment and revenue collection. The YMCA administrative team also includes a marketing department that provides professional assistance.

Application Process

The Childers YMCA is accepting applications now. Interested candidates should complete the required YMCA [Application For Employment](#) and send in a resume and cover letter outlining qualifications and experience. Transcripts and certifications should be submitted with the application materials. Official transcripts will be required upon hire.

Drug test and criminal background test will be a requirement for before employment.

Please send materials to:

YMCA PRESCHOOL CENTER DIRECTOR SEARCH
C/o Search Committee
Childers YMCA of Waycross, Ga., Inc.
1634 Plant Ave
Waycross, Georgia
31501

This YMCA's search for a Preschool Center Director will remain open until the position is filled. The preferred stating date is any time after May31st and before July 15th. It is the desires of the YMCA to have the hire complete in time to have this new Preschool Center Director serve on the hiring committees for the fulltime teaching position(s).

The YMCA does not discriminate based upon race, gender, age, religion, disability or other protected status. The YMCA is an equal employment opportunity employer.