

Children on the Green Program Director Job Description

COG's goal is to provide a safe and caring environment for our staff, children and parents. We are a team who, working together, provide an enriching space for children, parents and staff to learn, grow and care for each other. We pledge to treat each other with respect and kindness, by being transparent, available and listening fully to each other.

The center program includes babies all the way through preschool and wrap-around care. And within our purview are three Morris School District funded preschool classes that the Program Director also supervises.

COG Program Director

This is a full-time **Program Director** position. This person will be responsible for the programmatic vision of COG's childcare center and the Morris School District preschools classes and reports to the Business Director. They will represent COG's vision and values in all endeavors, including overseeing and supporting staff and fostering a team-based culture, curriculum delivery, employee/student retention and achievement, family/community relations, and the marketing of the school. Work in partnership with the Operations Director and Business Director.

Responsibilities include:

- Ensures adherence to all requirements of N.J.A.C. Manual of Requirements for Child Care Centers including renewal of State Child Care License
- Oversees COG & MSD curriculums and programs: work closely with the MSD and COG teachers and staff so that learning plans and programs meet state and federal requirements and parents' expectations.
- Reviews curriculum implementation: modifies and develops curriculum as needed; monitors effectiveness on an ongoing basis.
- Leads and manages staff: coaches and supports staff, leads meetings and evaluations, provides for and monitors training. And in partnership with directors, is an integral part of hiring staff and onboarding.
- Supports the marketing of the COG by promoting the center and its services through tours and outreach to prospective parents.
- Manages parent/family relations through communication and meetings with parents and teachers on their child's development and progress, including discussing ways to address any learning or behavioral issues.
- Directs and works closely with MSD Family Worker.
- Continues personal professional education and development.
- Establishes and nurtures a workplace culture that allow employees a place to raise issues, share ideas and collaborate on solutions.

Guides and supports COG & MSD staff in curriculum, classroom, and family relations:

- Guides and supports staff in providing children with:

- nurturing environment and curriculum experiences designed to promote their social, emotional, physical, creative expression and cognitive development.
 - providing opportunities that encourage children to play, explore, discover, create, speak, listen and enjoy learning.
 - providing a positive climate for curriculum that includes literacy development and supports an experiential approach to learning.
 - creating a classroom environment that fosters conversation and discussion, while responding to children's questions, listening to them speak, and respond to their natural curiosity.
 - help to create and implement daily schedules that balance quiet and active activities, as well as indoor and outdoor activities, as appropriate.
 - in arranging classrooms that are well-organized learning centers, fostering a sense of independence and creativity while responding to the children's individual needs.
- Works with staff, including MSD Family Worker, on children's behavioral or learning challenges and recommends methods of modifying inappropriate behavior and encouraging learning experiences.
 - Works with staff as needed in assessing individual children's unique needs and skills.
 - Conducts regular staff meetings and is involved in professional development of staff.
 - Develop manage staff through a established performance management process; observe and evaluate staff performance and provides performance feedback.
 - Arranges staff to ensure ratios are being met at all times -- dismissing part-time staff when no longer needed.

Manages family/parent relations:

- Involves parents/guardians as full partners in child's development; maintains frequent contact with parents; responds to their unique needs and concerns.
- Conducts meetings and workshops for parents, as appropriate.
- Responds to inquiries about the school and gives tours.
- Assists with parent-teacher conferences as needed.
- Attends MC Childcare Directors Association meetings
- Works with the COG parent group as needed.
- Keeps track of enrollment and openings in regards to children moving up to the next level.

Supports Business Director in administrative responsibilities:

- Works with the Business Director to prepare the annual budget.
- Prepares and reviews communications regarding school along with Business Director and Operations Director.
- Oversees and ensures compliance with Grow NJ Kids for all programs.
- Helps prepare input for budget related to enrollment, program expense and staff.
- Assists as needed for grant input.
- Assists Business Director in DHS and DCF matters.

Serves as Board liaison on programmatic matters:

Prepares board reports and attends monthly meetings as needed.

Qualifications:

- BA or BS in Early Childhood education, child development or its equivalent
- 3-5 years experience in early childhood education as lead teacher or director.
- CDA Child Development Associate preferred.
- Strong background in the Creative Curriculum.
- Staff supervision experience is a must.
- Must be a team player.
- Excellent communication skills, both verbal and written.
- Ease with technology, Microsoft 365, and other software programs used in childcare centers.
- A clear understanding of developmentally appropriate practices
- Experience working with children and families
- Strong interpersonal and management skills
- Strong organizational skills
- Bilingual a plus

How to apply: Please send a resume and cover letter that includes an example of your staff management experience and knowledge of pre-school curriculum to president.childrenonthegreen@gmail.com. Three references are required with at least one from someone who you have worked with in a management capacity.

Benefits:

- Health Insurance
- Dental Insurance
- Childcare Discount
- Paid time off
- 403B plan

Salary range: \$50,000 - \$60,000 commensurate with experience.

COG is an Equal Opportunity Employer, are committed to creating a diverse and inclusive company culture, and that your team does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.