



small steps nurturing center

## Campus Director - Gulfton

**Department:** Program-Academic

**Job Status:** Full-Time

**FLSA Status:** Exempt

**Reports To:** Executive Director

**Travel Required:** Home visits and Jensen campus

**Positions Supervised:** Campus staff, including teachers

**Work Schedule:** Year round, except the month of July

M-F 7:30 a.m.- 4:30 p.m. On designated closing day(s), departure time is 5:30 p.m. or when the last child leaves. (As an exempt employee, one can reasonably expect to work more than the core hours stated).

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### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### POSITION SUMMARY

Establish and build strong program consistent with the values and culture of existing campuses; oversee and lead the academic program; cultivate strong relationships with teachers, staff, and families; manage daily school operations and policies; supervise approximately 10 staff members; serve as part of the Leadership Team

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

*Planning, Development, and Program Oversight*

- Strategically recruit, develop, celebrate and retain the best staff and teachers for Small Steps' children resulting in a positive, productive school culture and strong morale
- Supervise and lead 10-15 staff members to ensure successful implementation of Small Steps' program in the classroom and school wide
- Implement and assess a high-quality education program, obtaining and maintaining necessary licensing and accreditation
- Oversee all day to day operations of the campus, including food program, building-related issues, and teacher time records
- Serve as a spiritual leader infusing the teachings of Jesus in curriculum, prayer and devotionals
- Build relationships with teachers, staff, and families to partner in meeting the needs of the children
- Assist in the strategic planning of annual and long-term goals with the Leadership Team

### *Training and Collaborative Partnerships*

- Facilitate, maintain, and evaluate professional development for staff
- Implement constructive feedback to teaching staff
- Cultivate strong relationships with community partners, including volunteers

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Creative - Ability to think in such a way as to produce a new concept or idea.

## **SKILLS & ABILITIES**

### **Education:**

Bachelor's Degree (four year college or technical school) Required, Field of Study: Child Development, Early Childhood, or Education EC-12  
Master's Degree preferred

### **Experience:**

Bilingual in English and Spanish preferred

5 plus years of full-time professional experience in an education setting

Experience in direct supervision of teachers and working with low-income or Title 1 schools preferred

### **Computer Skills:**

Microsoft Office

### **Certifications & Licenses:**

Candidate should have a current Texas Drivers' License and be able to drive a 14 passenger van (no special license required).

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O
Walk	F
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O

### Push/Pull

12 lbs or less	O
13-25 lbs	O

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.