



small steps nurturing center

## Campus Director - Gulfton

**Department:** Program-Academic

**Job Status:** Full-Time

**FLSA Status:** Exempt

**Reports To:** Director of Programs

**Travel Required:** Between campuses, home visits

**Positions Supervised:** Teachers, Receptionist, SET Therapist, Program Support Specialist

**Work Schedule:** Year round, excluding school breaks and first two weeks of July  
M-F 7:30 a.m. - 4:30 p.m. On designated weekly closing day, 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

Perform administrative duties under the general supervision of the Director of Programs; cultivate strong relationships with teachers, staff, and families; manage daily school operations in accordance with school policies; and ensure that all licensing and accreditation standards are met.

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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*

- Assist in the strategic planning of annual and long-term program goals
- Develop and implement strategies for student recruitment and enrollment
- Build relationships with teachers, staff, and families to partner in meeting the needs of the children
- Supervise teachers and other program staff to ensure successful implementation of Small Steps' program in the classroom and campus-wide
- Implement and assess a high-quality education program aligned with state licensing and accreditation standards in collaboration with others
- Serve as a spiritual leader infusing the teachings of Jesus in prayer and devotionals
- 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
- Coordinate, revise and maintain schedules for day-to-day responsibilities of teaching staff
  - Includes coordinating substitute coverage and ensuring that classrooms/playground/cafeteria are fully staffed daily in accordance with licensing and accreditation standards
  - Review and approve timesheets and paid-time-off requests for all program staff
- Ensure that all licensing and accreditation requirements are met and city permits are maintained
- Serve as the Director in Charge for licensing purposes
- Serve as the liaison with the facilities supervisor for St. Luke's - Gethsemane.

##### *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
- Work collaboratively with advancement team for tours and projects

*Performs all other duties as assigned by the Director of Programs or Executive Director*

### 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 Preferred

### Experience:

3 plus years of administrative experience (in education setting preferred)  
Experience in direct supervision and working with low-income or Title 1 schools preferred

### Computer Skills:

Proficiency with Microsoft Office  
Technical problem-solving skills

## 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	<b>Lift/Carry</b>	10 lbs or less	O
Walk	F		11-20 lbs	O
Sit	F		21-50 lbs	O
Reach Outward	O			
Reach Above Shoulder	O	<b>Push/Pull</b>	12 lbs or less	O
Speak	F		13-25 lbs	O

## WORK ENVIRONMENT

The work environment characteristics describes 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.

I have read and understand this explanation and job description.

I can perform the essential functions of this job with or without accommodation.

Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.