



small steps nurturing center

Campus Director – Fifth Ward Campus

Department: Program-Academic

Job Status: Full-Time

FLSA Status: Exempt

Reports to Director of Education and Leadership Development

Travel Required: Between campuses on occasion, home visits.

Positions Supervised: Teachers, Receptionist, Program Specialist, Facilities Coordinator, Kitchen Supervisor

Work Schedule: Year-round, excluding school breaks and the first two weeks of July.

M-F 7:30 a.m. - 4:30 p.m. with one hour for lunch. On the designated weekly 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, including receiving calls as early as 6:15 a.m. for staff call outs).

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

Lead the academic program under the general supervision of the Director of Education and Leadership Development; cultivate strong relationships with teachers, staff, and families; manage daily school operations per school policies; and ensure that all licensing and accreditation standards are met.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job, 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 essential functions.

Essential Functions Statement(s)

General Program 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.
- Oversee, 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, resulting in a positive, productive, inclusive school culture and strong morale.
- Ensure that all licensing and accreditation requirements are met, and city permits are maintained.
- Serve as the Director in Charge for licensing purposes.
- Plan and collaborate on campuswide special program events.
- Create and send regular communications with parents and staff.
- Track information for grants and Board reports.
- Cultivate strong relationships with community partners, including volunteers.
- Advance the mission and vision of Small Steps.

Student Development

- Observe, assess, and evaluate students and participate in developing individual plans for students.
- Review lesson plans and report cards.

Staff Development and Oversight

- Participate in hiring process role including recruitment, screening, and hiring of the best staff and teachers for Small Steps' students.
- Manage Kitchen Manager, Teachers and other Program Staff to ensure the successful implementation of Small Steps program in the classroom and campus-wide.
- Observe, assess, and evaluate staff members, providing feedback and developing professional growth plans.
- Assist in planning, facilitating, maintaining, and evaluating professional development for program staff.
- Develop and maintain schedules for the day-to-day responsibilities of all program staff.
 - Includes recruitment of substitutes and coordinating substitute coverage to ensure that classrooms/playground/cafeteria is fully staffed daily per licensing and accreditation standards.
- Review and approve timesheets and paid-time-off requests for all program staff.

Performs all other duties as assigned by the Director of Education and Leadership Development

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 not be 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 values and accepted standards.
- Energetic - Ability to work sustainably and produce quality work.
- Diversity Oriented - Ability to work effectively with people regardless of age, gender, race, ethnicity, religion, or job type.
- Communication, Oral - Ability to communicate effectively 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:

Three-plus years of administrative experience (in an 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

N (Not Applicable)

Activity does not apply to this position.

O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

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 represent those an employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 primary 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. 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.