



LITTLE FLOCK NURSERY & PRESCHOOL

A Safe. Secure. Loving Atmosphere

Job Title: Program Director

Direct Supervisor- Head of School

Salary: Pay: \$38,000-43,000.00 per year-Dependent upon education and experience

Hours: Full-time, Monday through Friday from 7:45 am until 4 pm, 12 months. Occasional events on Saturday (2 to 3 times a year).

Primary Responsibilities:

Manages logistical aspects of routine LFNP, AfterCare, and Sonlight operations.

- Ensure classroom supplies for LFNP are ordered in a timely manner.
- Ensure groceries are ordered once a week.
- Maintain inventory of LFNP, AfterCare, and Sonlight curriculum and classroom centers.
- Coordinate maintenance as needed.
- Maintain operational requirements of childcare license.
- Billing- LFNP, AfterCare and Sonlight
- Weekly Print out of LFNP, AfterCare and Sonlight attendance
- Oversee emergency/first-aid preparedness and supply management. Including coordination and documentation of LFNP/Aftercare and Sonlight emergency drills.
- Manage Operations budget. Report monthly to the Head of School on expenses.
- Participate in arrival/dismissal as needed.
- Maintain waiting list for LFNP and Sonlight
- Manage operational aspects of WCA Aftercare and Sonlight Summer Camp- enrollment, curriculum, staffing, menu, snacks, licensing regulations, budget etc.
- Assist with the Vermont STARS program and goals. LFNP is working towards STAR 3 and 4.
- Record and Submit Staff training hours to Northern Lights
- Provides prospective families with center tours
- Schedule and Facilitate Monthly Fire Drills
- Training of Emergency Response Plan- yearly with staff
- LFNP Monthly Newsletter

Ensures appropriate staffing in classrooms and administrative support roles on a daily basis.

- Oversee staff scheduling and maintain staffing calendar.
- Process all staff time-off requests, in a timely manner using Head of School feedback as needed.
- Manage communication and coordination of last-minute absences.



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Supports healthy relationships and communications with families.

- Oversee administrative communication including ensuring timely responses to email and Lilio messages.
- Ensure an accurate LFNP, Aftercare and Sonlight calendar is maintained; updating and communicating as needed to the Head of School.

Support community and staff events.

- Coordinate with the director on operational aspects of all LFNP events.
- Represent LFNP, AfterCare, and Sonlight as appropriate, at community events.
- Coordinate with the Head of School on operational aspects of in-service events.

Support leadership in ensuring that individual and collective responsibilities are met.

- Participate in hiring and training of staff. Maintain staff employee record, training hours, credentials, CPR/First Aid, fingerprinting and background checks.
- Support training of staff in administrative and operational processes.
- Uphold essential expectations and provide relevant, growth-oriented feedback to the Head of School to support the accurate evaluation of other staff.

Other duties as needed to support the Head of School

Skills

- Good Communication Skills, Interpersonal Skills, Must be Organized, Capacity to multitask, Patient, Kind, Loving, Self-Starter, Willing to accept feedback and must be a team player

Training

- Before beginning the job you must complete three training courses: CPR/First Aid, Protecting Vermont's Children: Reporting Abuse and Neglect and Vermont Orientation Training. All three training can be completed online.
- An additional 15 hours of training annually.

Education

Bachelor Degree in Business Management, Human Services, Early Childhood Education or related field, plus five years of experience in childcare ages birth to five. The following qualifications outlined by the Vermont Child Development Division must be met as well.



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Qualifications and Experience - Taken directory from the Vermont Child Care Licensing Regulations

Program Director 7.3.1.1 The licensee shall ensure and maintain documentation that the program director is at least twenty-one (21) years of age and meets the qualifications below based on the licensed capacity of the Center Based Childcare and Preschool Programs (henceforth known as CBCCPP).

7.3.1.4 The program director of a CBCCPP licensed to care for sixty (60) or more children shall be qualified as a teacher, shall have at least an additional twenty-four (24) months of experience working with groups of children from grade three (3) or younger, and shall have completed either:

- A Vermont Early Childhood and Afterschool Program Director Step Two (2) Certificate or Vermont Early Childhood and Afterschool Program Director Credential, Step Three (3); or
- Successful completion of a three (3) college credit course in curriculum, and an additional nine (9) college credits in program management, staff supervision, administration, or human resource management.

7.3.1.5 The program director of a CBCCPP licensed for thirteen (13) or more children shall complete within one (1) year of employment start date a three (3) college credit course in managing an early care and education program that includes budgeting and financial management, approved by the Division; or the licensee shall employ a business manager as in the rule 7.6.1 of these regulations.