



BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

POSITION OPENING

Posting Date: 03/22/2017

Availability: Immediately

Classification: Full Time, Exempt

DIRECTOR OF SUNSHINE PRESCHOOL

Job Summary: The Director of Sunshine Preschool will create, implement, manage and coordinate developmentally appropriate programming and activities for Sunshine Preschool and Stay and Play. He/she will ensure all programs are mission driven and reflect the values and goals of the Center. Establish Berkshire South as a central organization for preschool care in Southern Berkshire County. Manage the EEC licensing processes and NAEYC accreditation process and ensure the program meets all relevant standards. Ensure the organization's mission, philosophy, values and decisions are consistent within and throughout all decisions, communication and dealings on behalf of the Center.

Primary Attributes: Team Player

- Strong work ethic/reliable
- Customer service experience/able to handle & solve problems
- Maintain a professional appearance
- Trustworthy

Qualifications and Experience:

- EEC Director I or II Qualifications
- Bachelor's Degree required, with Masters' Degree preferred
- Current CPR and First Aid certifications as required by EEC
- Experience working with preschool-age children, as well as in program administration

Performance Assessment:

The Director of Programs will conduct a performance assessment after three months and every year thereafter.

- Duties and Responsibilities to include but not limited to:
- Ensure the Center meets or exceeds all state, local and federal safety and related guidelines to include ADA (American with Disabilities Act), NAEYC and EEC.
- Develop and manage Sunshine Preschool and Stay and Play through the lens of the Center's mission and in support of budgetary goals while ensuring quality assurance measures.
- Maintain a measurement and outcomes system for relative programs and use this information to inform program development direction and resource allocation.
- Ensure operational details are fully coordinated for all programs
- Establish and maintain strategies to promote family engagement including regular newsletters and advisory committees
- Work with local organizations as an advocate of the Center and to best identify the community needs to be met within the area of early childhood education.
- Ensure we are meeting State and Federal guidelines and Berkshire South's own minimum standards.
- Support development department as requested in identifying and acquiring funding through grant writing and underwriting outreach
- Provide marketing support and evaluation

Administrative Responsibilities to include but not limited to:

- Act as main liaison between BSRCC and parents, children and families of the program, licensing officials and educational administration.
- Maintain regulations for EEC preschool licensing (ratios, and policies & procedures).
- Cooperatively with lead teacher, plan curriculum and schedule for the program.
- File Maintenance and enrollment maintenance for Sunshine Preschool.
- Oversee record keeping including attendance, staffing schedules, and regulations.
- Ordering of supplies
- Substitute as needed.
- Serve as the Manager on Duty at the request of the Operations Manager or Executive Director.
- Assist in development of new policies, procedures, rules and strategic planning.
- Maintain Sunshine's and Stay and Play's policies and procedures
- Complete all necessary paperwork for above responsibilities
- Enforce all Berkshire South and Sunshine Preschool rules, regulations, policies, and guidelines
- Coordinate and manage all special events involving Sunshine Preschool.
- Be prepared to take on additional responsibilities as determined by the Director of Programs or Executive Director.

Personnel

- Establish a team that feels supported engaged and accountable to the current standards within the field and practice of Early Childhood Education
- Recruit, hire, train, manage, and evaluate all Sunshine Preschool and Stay and Play staff
- Supervise lead teacher, teacher, assistant teachers, volunteers and interns.
- Schedule all staff for regular programming
- Determine weekly staff schedule and manage staff time off/substitutions.
- Ensure ongoing professional development for personnel to ensure best practice and the highest standards for safety and service, in line with EEC's requirements.
- Communicate appropriate information to staff
- Coordinate and manage regularly scheduled departmental staff meetings as required by EEC.
- Maintain current certifications for personnel.
- Plan and implement monthly departmental staff meetings as required by EEC.

Financial

- Develop, maintain, and revise annual department budget
- Coordinate billing and attendance with the business office.
- Oversee all purchasing approved in operating budget, under direction of the business office
- Overall management of income and expenses
- Manage inventory and supply ordering for all program needs.

Programming Responsibilities:

- Design children's daily schedules and activities along with lead teacher.
- Outreach to parents for enrollment of programs on an ongoing basis.
- Deal with any incidents that occur.

Physical Requirements:

- Continuous: Sitting, talking, standing
- Frequent: Walking, climbing stairs, repetitive hand motion
- Occasional: Pushing, pulling, reaching, bending, stooping, kneeling, twisting, performing physical holding techniques
- Rarely: Working overhead

Weight Lifting/Manual Carrying:

- Continuous: None
- Frequent: Up to 20 pounds
- Occasional: Up to 50 pounds
- Rarely: Over 50 pounds

Definitions:	Continuous = 66 to 100% of the time	Occasional = 10 to 30% of the time
	Frequent = 31 to 65% of the time	Rarely = less than 1-% of the time

Please send cover letter with salary requirements and resume to HR@berkshiresouth.org to apply.

BSRCC is an equal opportunity employer. All employees of Berkshire South receive membership benefits and discounted programs.