



## JOB DESCRIPTION

Position Title	Department	Reports to
Regional Child Care Director	Administration	CEO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	November 10, 2020

### POSITION SUMMARY

We are a community of cooperative, brave, enjoyable, devoted individuals, whose passion is the many children we guide, educate, and safeguard every day. As early education leaders, we are making a robust, long-lasting, optimistic impact on children. Here, you will find a vibrant atmosphere and culture that is open, sociable, friendly, and cooperative. Are you ready to be an inspirational, pioneering force that prepares children for elementary school—and beyond? Their future begins now. And so, does yours.

As early education leaders, we are influencing the next generation of learners, leaving a strong, lasting, positive impact on our children. From our three locations to our main headquarters, you will find a dynamic environment and culture that is open, friendly, welcoming, and collaborative.

The Regional Director is responsible for the safe and effective operation of three childcare locations in Richmond, Hopewell, and Henrico, and has sole responsibility for the safe and effective operation of the childcare centers. The Director promotes the social, physical, and intellectual growth of the children under his/her care; and assists with a variety of administrative tasks and opening/closing the centers 100 % of the time.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Be accountable for the operation of the three locations, ensuring that the centers are operating in accordance with company and state licensing standards.
- Be responsible for ensuring an educational, caring and safe environment for the children and parents.
- Spark imaginations build self-esteem and help children discover new things each day.
- Promote the positive image of the company and play a major role in making the company a provider of choice in educational programs for the communities that we service.
- Recruit, select and retain quality staff.
- Help achieve profitability for the company
- Will analyze and interpret state, federal and local regulations and ensure systems are in place so that programs conform to funding source requirements and agency policies including data maintenance, record keeping, confidentiality and compliance.
- Provides on-site technical assistance, including assessment, coaching, mentoring, and modeling to improve the quality of instruction available to children.
- Develops and delivers training (face-to-face and online) as needed to the early care and education community on quality improvement and leadership development.
- Networks with appropriate organizations, agencies programs, and services within the community to determine community needs.

- Develops materials and resources to meet the needs of the early care and education community.
- Maintains accurate and up-to-date program files, database and site visit reports as well as program assessments.
- Provides reports, in an accurate and timely manner, as requested by the CEO or other departments and/or leaders.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

Considerable knowledge of office operations and procedures; business English and mathematics and office equipment to include manual and automated filing systems. Working knowledge of school transportation programs and regulations, including confidentiality. Working skill in the use of a personal computer, utilizing word processing, spreadsheet and database software and the school division's student data base. Demonstrated ability to compose correspondence, assemble data and prepare reports and to communicate effectively both orally and in writing with all levels of personnel, students, and the public. Education, training, or experience sufficient to demonstrate the required knowledge, skills, and abilities.

**Bring with you:**

- Relevant work experience; punctuality
- Self-starting, positive attitude; fast-paced environment experience
- A willingness to go above and beyond when necessary
- Ability to multi-task and a high attention to detail
- High level of organization is a must
- Event planning experience a plus
- Extensive MS Office experience (Word, Outlook, Teams, PPT)
- Smartsheet, Survey Monkey, other data collecting and analyzing software a plus

**Requirements:**

- Must be at least 21 years of age
- Minimum of a bachelor’s degree or equivalent in early childhood related field is preferred.
- Excellent communication skills.
- Ability to establish and maintain effective working relationships with patients, employees, and the public.
- Able to work in a fast-paced and demanding work environment.
- A minimum of three years of responsible leadership experiences in management or supervisory positions in a licensed childcare facility.
- Technologically savvy.
- Detail-oriented and effective at multitasking.
- Organized and able to conduct oneself in accordance with employee manual.
- Must have a team mentality, flexibility, and willingness to learn.
- Must meet state requirements for education and additional center/school requirements may apply.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the responsibilities of the manager's job, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required for this job include close vision.

**Work Environment of the Manager**

While performing the responsibilities of the manager's job, these work environment characteristics are representative of the environment the manager will encounter. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related

duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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