

Program Supervisor/Center Director

Sample Job Description

Overview Of Position:

The ECEAP Center Director oversees all activities at the ECEAP site(s), ensuring that program standards are met in all direct service areas, providing facilities, transportation, and food service, hiring and supervising staff, managing the ECEAP budget, and providing leadership for the ongoing development of program quality.

Primary Responsibilities:

1. Basic Operation

- Arranges for space, food service, and transportation for the ECEAP program.
- Ensures that insurance is in place as required by the ECEAP contract.
- Ensures that the program inventory is maintained and submitted to PSESD by June 15 of the program year.

2. Staffing

- Establishes a center staffing pattern that meets ECEAP program standards and that allows sufficient staff hours to accomplish all required ECEAP activities.
- Recruits, hires, orients and supervises ECEAP direct service staff.
- Ensures that ECEAP staff meet qualifications required in ECEAP standards, and that any staff working on their qualifications are following through with their professional development plan.
- Establishes annual goals and staff development plans with each staff member, and ensures updated completion of the Individual Professional Development Record for each staff member.
- Provides leadership and direction to ECEAP center team.

3. Fiscal Management

- Develops, tracks, and manages the ECEAP center budget, including insuring that claims for reimbursement are submitted monthly, that all dollars are spent for allowable activities and within the contract timeframe, that cost allocation plans are in place and are followed, that staff have access to funds for program operation and staff development, and that parents have input into program budget decisions and a leadership role in planning the use of parent activity funds.
- Oversees the tracking of staff hours and submittal of documentation for EPSDT Administrative Match funds.
- Secures in-kind services from the community and seeking out additional sources of funding for the program.

4. Overall Management

- Supports center staff in recruitment and ongoing efforts to ensure full enrollment.
- Works in collaboration with site staff and families to ensure smooth transitions for children and families to before- and after-school care and between ECEAP and Kindergarten.
- Ensures that agency policies and procedures are in place and are followed according to ECEAP program standards and ECEAP contract.
- Responsible to keep informed of ongoing program changes and updates.
- Ensures interdisciplinary staffings take place at least three times per year.

- Ensures that the center's program meets all ECEAP program standards and follows the PSESD ECEAP program service plan and policies; follows up with corrective action when non-compliance issues are identified.
- Participates in the center's self-assessment and monitoring process, and works with staff to develop and follow through on center action plans.
- Ensures that required reports are submitted on schedule.
- Responds to, problem-solves, and follows through to address center staff concerns.

5. Communication

- Attends monthly ECEAP director meetings to obtain pertinent program information.
- Reads ECEAP Gazettes and other information sent to the program, and keeps current on ECEAP activities, policies, and other information.
- Shares information regularly with center staff, including reports on center budgets and center activities and information distributed by PSESD and by DEL.
- Communicates on a regular basis with ECEAP program coordinators that work with the center, and includes program coordinators in appropriate center activities such as staff meetings/retreats, staff hiring, staff training, and other such activities.
- Is available to ECEAP parents and staff as needed for problem solving.
- Encourages and contributes to the development of communication, mutual respect, mutual support, competence and creativity among all members of the ECEAP staff.