

SITE ADMINISTRATOR

Summary

Provides leadership, training, monitoring and support to Educare School. Designs, manages, integrates and implements management systems and procedures to ensure the delivery of comprehensive support and advocacy services of early childhood education and care, family support, health, nutrition, mental health and social services to participating families and children. Provides leadership and management to supporting team.

Essential Job Duties

- Ensure overall school compliance with Federal Head Start Performance Standards; Department of Family Support Services Standards, Illinois Department of Health Services Contract and the Illinois Department of Children and Families.
- Develops and implements an ongoing monitoring plan.
- Maintain required state and local licenses; implement and submit sanitation and safety procedures to appropriate parties and participate in evaluation of services.
- Lead the development and maintenance of management systems and processes to align with Educare internal strategic short and long-term goals.
- Collaborates with the content area experts to develop and implement policies and procedures
- Provide ongoing management and leadership of Educare's Embedded Professional Development System including: Annual Professional Development Plan, Leadership Retreat, performance evaluations, coaching, and team development.
- Collaborates with content experts to design and implement a school onboarding system.
- Develops and implements the Annual Self-Assessment Process.
- Leads the Community Needs Assessment Process.
- Serve as company liaison and partner for parents, visitors and at community events.
- Oversee and track expenditures/budget to make informed recommendations of budget adjustments.
- Monitor's revenue to ensure timely billing and collection of parent copays and late fees.
- Assist in the development of new program initiatives and special projects.

Other

- Follow all mandates of federal regulations, state and local licensing and the Ounce's philosophy, curriculum and Standards of Conduct.
- Attend and actively participate in all required meetings and trainings, and reflective supervision.
- Ensures no child is left unattended and implements Active Supervision Strategies.
- Perform other duties as assigned, within the scope of the job description.
- Supports family engagement and recruitment events.

- Completes required continuing education and maintains required certifications.
- In the absence of the School Director, serves as the acting Director.

Required Qualifications – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- Master Degree in Early Childhood Education or Social Services (or related field). Master Degree in Early Childhood Education preferred.
- Management experience with three to five years of experience in early childhood education.
- Director Level Three preferred.
- Clearance of background check by Department of Children and Family Services.
- A biannual physical examination and TB test are required as condition of initial employment and continued employment.
- Required Immunizations

Knowledge, Skills and Abilities – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Working knowledge of early childhood education, Early Head Start/Head Start systems, government mandates, and best practices.
- Excellent leadership and people management skills with rapport among team.
- Ability to solve complex problems strategically and creatively.
- Knowledge of budgeting and fiscal planning with ability to gather and analyze data and write concise, accurate reports as well as grant applications.
- Ability to process and protect confidential information in a professional manner.
- Knowledge of developmentally appropriate practice for early care and education.
- Knowledge of city and state licensing requirements.
- Ability to take a systems approach to the work and develop appropriate systems to manage and monitor the work.
- Ability to communicate in a manner that maintains consistent communication via a variety of formats; demonstrates and fosters cooperation, respect, concern and openness to change.
- Familiarity with community culture and knowledge of community resources and services.
- Ability to work with diverse staff, families and varied community cultures.
- Knowledge of basic principles and practices of program management and staff supervision.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word, and Excel.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions. Exposed to moderate noise levels.

Physical Abilities - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Must be a licensed driver and have ongoing access to an insured vehicle.
- Regular attendance is a necessary and essential function.