Title: Program Director (Full Time, Exempt Position)  
Reports To: Executive Director  
Supervises: Classroom Teachers, Support Teachers & Substitutes

About CCSC  
The Children’s Center of the Stanford Community (CCSC) is grounded in the belief that children are competent, curious, resourceful learners. Our inspiration comes from the RIE approach, the schools of Reggio Emilia, Italy and Socio-Constructivism.

Children’s interests and explorations provide the framework for curriculum and investigation. Our thoughtful and intentionally designed environments foster children’s experiences, relationships and opportunities for cooperative work. Materials are selected with purpose to provoke creativity and wonder, building upon children’s interests.

Our work with children hinges on respectful, collaborative relationships between staff, families and the community. The active participation of our parents is an essential element in the life of our school.

We are looking for a creative, dedicated teacher to join our team and help provide a loving, nurturing and safe environment for the children and families of Stanford University!

Overall Responsibilities

The following categories frame the essential responsibilities of the program director:

- Administrative Management
- Relationship Building
- Shared Leadership
- Teaching, Learning and Professional Development of Self and Others
- Teacher and Lay Leadership Development
- Communication, Organization and Dependability

Management Responsibilities

- Maintain the program environment including:
  - Approval of requests for supplies
  - Make recommendations to the Executive Director for facility, equipment or materials needed.
  - Monitor and relay to appropriate staff person facility needs for the program.
  - Consult with teams to ensure that classroom environment is well equipped, organized and meets NAEYC and licensing standards.
- Works with Executive Director in developing budget recommendations for program during the annual Center budget development process.
Personnel Responsibilities

- Provide on-going supervision and support for program staff.
- Serve as the first line of communication for staff, report any needs and concerns to the Executive Director.
- In conjunction with the Executive Director, plan and conduct regular meetings for program staff.
- Direct hiring process for program teaching staff and make hiring recommendation to Executive Director.
- Direct performance improvement plans as needed.
- Conduct annual evaluations of program staff. Based on these evaluations, make recommendations for individual staff development and center-wide in-service training programs.
- Bring pertinent issues to staff attention on a timely basis.
- Model and mentor appropriate on-floor behavior for program staff.

Parent Responsibilities

- Work with parent participants to optimize contribution to the classroom.
- Provide advice and counseling to parents.
- Address parent questions/concerns not answered by staff; refer parents to Executive Director when appropriate.
- Keep Executive Director informed about parent concerns.
- Establish relationships with enrolled families, listen to concerns, advises, and counsels on center policy.

Program Responsibilities

- Plan/conduct orientation for all new families to the program; Coordinate with teams to ensure that appropriate information is shared.
- Work closely with team to plan/schedule parent education meetings and conferences.
- Monitor/update classroom parent handbooks and all written information regarding program.
- Coordinate mid-year and annual movement (transition) of children in conjunction with Enrollment Coordinator.
- Conduct space offer tours for incoming CCSC families.
- Problem-solving with teachers and families
- Facilitating team meetings
- Collaborating with colleagues to advance school-wide vision
- Create and actively promote a comfortable and welcoming environment where every member/participant is treated with dignity and respect, in a friendly, personalized manner.
- Anticipate and be responsive to member/participant needs and requests
- Joining teachers in the classroom to support the teaching-learning process.
- Observing children, in collaboration with teachers, to support growth and development and to plan curriculum and project work
- Other related duties as required or directed

Community | Professional Responsibilities

- Act as the professional representative of CCSC at campus and community meetings.
- Participate in professional organizations and conferences at the state and national levels.
- Keep abreast of research and new developments in the field of early childhood education.

Work Environment

- This job operates in a child care environment, but is based in an office.
- The position will interact with children on a daily basis.
- This position may require work outside the office environment.
• Criminal Record Check is required.

Qualifications

• 5-10 years of experience in Early Childhood Education with an emphasis on constructivist teaching
• At least 3-years administrative experience.
• Bachelor’s Degree in Child Development or related field with Site Supervisor Permit
• Demonstrated track record of collaborating with other educators, coordinating, coaching, mentoring, and supervising educators
• Positive experiences in establishing warm, welcoming, and meaningful interactions, and problem solving skills with parents and teachers
• Proven ability to lead professional development efforts and support of educators within a teaching and learning environment that promotes lifelong learning
• Ability to multitask the pedagogical, relational, and administrative responsibilities of program direction and coordination
• Experience with State Licensing and NAEYC standards.

Additional Requirements

• Must have strong organizational skills, ability to multitask and flexibility with daily routines.
• Ability to anecdotally document information.
• Familiarity with MSWord and email a must.