



**Position:** Center Director

**Wage:** \$19.50-\$21.00 per hour DOE

**Reports to:** Executive Director & Principal

**Average hours per week:** 45

### **Summary of Functions**

**Center Director** provides supervision and training for early childhood education and support staff in collaboration with the administrative team; collaborates with fellow teachers and the administrative team to plan and implement high quality education for Salish School of Spokane (SSoS) students; ensures compliance with Department of Early Learning requirements and attainment of Early Achievers benchmarks; ensures compliance with and achievement of ECEAP standards, reporting and benchmarks; manages the school-wide food program and compliance with USDA food programs; assists in the care and instruction of children aged 1 to 12 years in collaboration with lead and assistant teachers; participates in a Colville-Okanagan Salish language training program and uses some Colville-Okanagan Salish language on the job.

### **Essential Duties and Responsibilities**

- Leads the professional development of teachers by conducting classroom observations, providing and arranging for education and training, modeling effective instructional techniques, effectively dialoging with staff and parents, and by building a strong collaborative school environment.
- Takes primary responsibility for compliance with all Department of Early Learning childcare center rules and regulations including maintenance of student and staff files, scheduling and implementation of staff training, and the establishment and maintenance of a safe and productive center environment including annual inspections and safety drills.
- Implements and maintains excellent communication with parents and ensures that parents are highly engaged in their child(ren)'s education and the school mission.
- Leads Salish School of Spokane to the highest possible childcare center ranking in the Early Achievers Program by ensuring high quality classroom environments and teacher-student interactions.
- Leads a high quality Salish immersion ECEAP staff and program.
- Takes primary responsibility for maintaining a high quality school-wide food program
- Participates in a Colville-Okanagan language training program.
- Is committed to fulfilling the non-profit, grass-roots mission of Salish School of Spokane through a holistic approach to service, employment, and Native community building.



### **Additional Functions and Supervisory Responsibilities**

The Center Director will be fully responsible for all aspects of the operation of all childcare programs at Salish School of Spokane. Additional duties as assigned. The *Center Director* will be directly responsible for leading and collaborating with all early childhood education teachers and will collaborate with the administrative team to assign teacher duties and responsibilities and to assist teachers with self-evaluations and professional development activities.

### **Minimum Qualifications**

- AA in early childhood education and two years supervisory experience in a licensed childcare center; BA in children's studies or elementary education and two years supervisory experience preferred.
- Must be a strong leader and excellent communicator with a proven ability to collaborate with other teachers and staff.
- Strong computer skills including using MERIT, ELMS and other on-line program management applications, as well as word processing, spreadsheet, and presentation programs.
- Must be able and willing to learn to speak, read and write the Colville-Okanagan language.
- Must demonstrate nurturing qualities, patience, genuine empathy, and excellent communication skills.
- Must pass a Washington Department of Early Learning background check before hire and each year thereafter.

### **Certificates, Licenses, Regulations**

- Must qualify as a *Center Director* under DEL regulations with a minimum of 25 college credits in early childhood or elementary education.
- Negative TB Test and First Aid, CPR, HIV/AIDS-Blood Borne Pathogens training and certification required upon hire.
- 10 hours of continuing STARS training required per year.
- Food worker's card required.

### **Work Environment**

- This position is generally performed in an office and classroom setting.
- This position requires the ability to bend, stoop, lift, carry and move items weighing up to 50 pounds.
- This position requires some work to be performed outside of general business hours.