



Job Vacancy

Preschool Program Director
In a nonprofit, State Licensed,
City of Madison Accredited
Child Care Center

Job Description:

The Preschool Program Director is responsible for the overall curriculum development and implementation for the center. This position supervises the Lead Teachers & Nutritional Coordinator. Responsibilities include meeting licensing and accreditation requirements and standards, ensuring that a beneficial environment for the children is maintained and ensuring the expectations of the USDA Food Program are upheld. This is a full-time, salaried position. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The Preschool Program Director reports to, is accountable to, is supervised by and evaluated by the Executive Director.

Wages: Negotiable. This is a salaried position.

Hours: Full Time, 10a-6p M-F, along with occasional mornings and evenings

Benefits:

- Sick and vacation time
- Pension plans
- Health insurance or HRA
- Holiday pay
- Dental insurance
- Flexible benefit plan
- Child Care discount
- Staff Development
- Long term disability

Experience & Qualifications:

- at least 3 years' experience teaching in a licensed & accredited child care center
- at least 2 years' experience supervising staff and managing administrative tasks
- degree in education or related field, along with taken or currently enrolled in the Administrators Credential
- strong working knowledge of WORD and EXCEL
- strong organizational and time management skills excellent written and verbal communication skills
- knowledge of best practices and developmentally appropriate curriculum, City of Madison accreditation standards and State Licensing problem solving and leadership skills

FOR MORE INFORMATION and/or APPLICATION PACKET
Contact Lisa at 256-1566 or director@redcaboosedaycare.org

AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER

Application for Employment
Preschool Program Director
Red Caboose Child Care Center, Inc.
654 Williamson St., Madison, WI 53703

NAME _____ DATE _____

ADDRESS _____

EMAIL _____

PHONE: Day _____ Evening _____

Mission

Red Caboose fosters a sense of community among children, their families, and staff, with a commitment to diversity and inclusion. We provide excellent education, nutrition, and play-based learning for children in a nurturing, safe environment emphasizing healthy social-emotional development.

To apply for the Preschool Program Director please:

- 1) Fill out the checklist below
- 2) Answer the questions below
- 3) Include your most recent and relevant resume including education and 3 references

CHECK THE FOLLOWING THAT APPLY:

- ☐ I have at least 3 years experience teaching in a toddler/preschool program
- ☐ I have at least 2 years experience supervising staff
- ☐ I have an AA degree in early childhood or related (**please attach transcript and diploma**)
- ☐ I have a BS/BA degree in early childhood or related (**please attach transcript and diploma**)
- ☐ I have a Registry certificate (**please attach**)
- ☐ I have had training in ☐ Shaken Baby ☐ SIDS ☐ CPR ☐ First Aid

ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER:

1. Take a few minutes to review our mission (above). How do you feel that our mission relates to your own personal education philosophy? What would this look like in a child care setting?

I certify the information in this application is true, and I give Red Caboose permission to contact any of the people/agencies listed in my resume.

Signature

date

Printed name

date

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender ___ Male
 ___ Female

Ethnicity ___ Hispanic or Latino
 ___ Not Hispanic or Latino

Race ___ White
 ___ Black
 ___ Asian
 ___ Pacific Islander
 ___ American Indian/ Alaskan Native

Age _____

Disability Do you have a disability ___ yes ___ no

How did you hear about this position?

___ Isthmus
___ Craigslist
___ UW Student Job Center
___ Edgewood Job Placement
___ MATC Job Placement
___ Friend/Family
___ Local Organization: _____
___ Other: _____

Red Caboose Child Care Center, Inc.
PRESCHOOL PROGRAM DIRECTOR, JOB DESCRIPTION

Overall Responsibilities

The Preschool Program Director is responsible for the overall curriculum development and implementation for the center. This position supervises the Lead Teachers. Other responsibilities include meeting licensing and accreditation requirements and standards, and ensuring that a beneficial environment for the children is maintained. This is a full-time, salaried position. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The Preschool Program Director reports to, is accountable to, is supervised by and evaluated by the Executive Director.

I) Qualifications

- A) Education – AA or BS/BA in child development, or related
- B) Experience – Must have at least three years teaching in an early childhood program and at least two years experience supervising staff.
- C) Skills – Must demonstrate knowledge of developmentally appropriate curriculum for preschool and toddler children; the ability to strengthen Red Caboose’s programs for children; and problem-solving, organizational, interpersonal, communication, and leadership skills.

II) Specific Duties

- A) Supervision and Evaluation of Staff
 - i) Direct staff recruitment, hiring, and firing ensuring equity and conformance with applicable laws, Red Caboose policies, and union contract.
 - ii) Supervise, observe, and regularly evaluate performance, including goal setting, training, and inservice needs of the Lead Teachers, Nutritional Coordinator, and Substitutes.
 - iii) Maintain staff records and files, including continuing education records.
 - iv) Coordinate staff, substitute, and volunteer schedules so that each room or program is appropriately staffed.
 - v) Provide appropriate orientation to new employees, substitutes, and volunteers.
 - vi) As necessary, initiate action to alleviate staff performance problems as defined in the Red Caboose discipline policy.
 - vii) Maintain effective communication between staff members, parents, Board of Directors and Executive Director.
 - viii) Maintain a list of substitutes and coordinate volunteers.
 - ix) Provide staff development for center staff.

- B) Program
 - i) Ensure state licensing regulations, city accreditation standards, and Red Caboose policies are met.
 - ii) Work with teachers to plan and implement developmentally appropriate program for children, including short and long range planning.
 - iii) Work with children as floater/resource teacher, substitute, and in case of an emergency.
 - iv) Oversee procurement of education supplies and equipment.
 - v) Attend weekly Lead Teacher and classroom meetings.
- C) Enrollment Responsibilities:
 - (a) Coordinate enrollment with the Lead teachers;
 - (b) Update and maintain waiting lists with the Lead Teachers;
 - (c) Keep enrollment records, including change of schedule and withdrawal;
 - (d) Conduct yearly summer/fall enrollment surveys;
 - (e) Arrange for drop-ins;
 - (f) Provide orientation for new parents;
 - (g) Maintain parent handbook and enrollment/parent forms.
 - (h) Maintain children's files
- D) Parent Liaison
 - i) Conduct parent program evaluations twice per year.
 - ii) Be available for parent conferences, meetings and problem-solving as needed.
- E) Other Duties
 - i) Attend Board of Directors meetings.
 - ii) Chair the Education Committee.
 - iii) Be a member of the Personnel and Health, Safety & Nutrition committees
 - iv) Other duties that fall within the scope of the job description as directed by your supervisor.