

**DOWNTOWN ITHACA CHILDREN'S CENTER**  
**PROGRAM DIRECTOR**  
**Job Description**

The Program Director is a dynamic leader who builds on existing, successful, age appropriate program initiatives while simultaneously reading and researching successful new methods, especially in the areas of language acquisition, social/emotional literacy, culturally responsive teaching and imagination and play. In conjunction with the Administrative Team, Staff, Board of Directors and Community Partners, this leader is research and evidence based in best practices that are in alignment with the DICC mission, vision, and philosophy statements. Additionally, this alignment is coordinated with the Office of Children and Family Services which is the DICC governing agency.

**Job Duties: Responsibilities include, but are not limited to, the following:**

**1. Supervision of instructional oversight informed by the overarching vision**

- Supervise and evaluate classroom staff members
- Articulate and use a common language and set common expectations for evaluation of staff using a growth, strength-based model
- Teach the evaluation tool, the method, and the expectations/outcomes that will be realized in students' lives as well as their collegial relationships
- Attend monthly Director's meetings at the Day Care Council
- Assure that curriculum is designed, implemented, and measured in accordance with goals set within the school community
- Collaborate with staff to bring curriculum to life through shared ownership and reasonable rollout
- Attend early childhood best practices workshops on curriculum
- Include staff members, to attend early childhood best practices workshops
- Review program plans weekly
- Observe program in each room and provide feedback at least once a week via walk-through and through teacher/team planning meetings
- Grow teacher confidence and leadership
- Facilitate planning processes that impact teaching practices in, collaboration with the Executive Director and Operations Manager
- Create and maintain all personnel records of the teaching staff
- Attend monthly Board meetings and/or program committee meetings as needed/requested

**2. Collaborate with and Support the Executive Director:**

- Attend meetings within the building, the community, and with donors and supporters
- Represent the executive director when needed, if possible, at meetings some including: CPSE/IEP's, parent/teacher conferences; with staff and families; on instructional development; director meetings; board meetings
- Assist with grants as needed when possible
- Design effective staff development especially in areas aligned with the OCFS regulations and best practices in quality early childhood settings

### **3. Language and Communication:**

- Contribute to a warm, welcoming, supportive environment by modeling and creating respect, honesty, clarity and child and family centered program focuses
- Use and expect explicit, specific and evidence-based communication about successes and growth areas
- Teach that language and actions should be modeled with each other (adults) what we want for children to do with each other
- provide support for staff in conflict resolution and solution seeking process; set appropriate working relationships with each staff member that demonstrates the balance of collaboration and boundaries that act as one on behalf of the children, families, each other and the overall organization
- Communicate regularly with the Executive Director and Operations Manager about the state of the program for children
- Demonstrates excellent reading, writing, listening and speaking skills that are highly effective and efficient for varied tasks of the job

### **4. Hiring, Orientation and Training, Retention:**

- Work with the Administrative Team in the hiring and orientation of new employees, (discuss candidates, conduct interviews, oversee new staff orientation, provide a mentor/buddy for the new hire)
- Gather and recommend training opportunities to staff members based on licensing requirements and individual development plans
- Oversee new and all employee training folders

### **5. Research and Development:**

- Maintain and seek knowledge of current research on child development; education and care trends; best practices
- Share crucial ideas with the staff to assure equity, fairness and access for all
- Be receptive to reading articles from the Executive Director
- Determine which best practices will maximize our children's lives
- Work with the Administrators and Staff to self-assess as well as gain outside of classroom feedback
- Attend workshops and continuing education opportunities for requirements and ongoing growth and development

### **6. In Collaboration with the Operations Manager and Executive Director:**

- Works on educational and program supplies and materials
- Maintains staff human resource files in efforts to assure paperwork requirements and communications for new and continuing employment
- Keeps the library and resource center current and accessible
- Leads the monthly staff meetings
- Provides a newsletter monthly to the Operations Manager
- Oversees all OCFS relations and licensing requirements
- Reviews lesson plans weekly; provides feedback; targets goals for children and teams
- Leads and oversees the staff schedules and substitute plans
- Assists with family and community members tours and enrollment
- Coordinates monthly assemblies
- Works supportively with community collaborators

**Demonstrates the Following Professional and Interpersonal Qualities:**

- Physically able to perform the job of a teacher of young children.
- Supportive attitude toward children and adults
- Reliable, accountable, honest and clear
- Provide support for and communicate well with individuals from diverse cultures and lifestyles, while understanding diversity including race, gender/nongender, ability, special needs, family structures, language, belief and conduct systems, class, communication and learning styles
- Shares a positive, engaging and professional disposition
- Is flexible in receiving assignments or adapting to changes in program
- Is willing to accept supervision in order to improve work performance

**Experience and Qualifications:**

- Administrative and/or classroom experience of at least 3 years
- Administrative certification and/or working on attaining these credentials
- Leadership skills that relate to progressive responsibility for staff development; systemic support; sustainability program and people; relationship development; and overall wellness and growth of DICC
- Deep understanding and practice of anti-bias leadership that assures equity, fairness, inclusion and belonging of everyone in and in relation to the organization – children and adults
- Knowledge of requirements and directives from the Office of Children and Family Services
- Knowledge of non-profit policies, protocols and requirements

**Working Conditions and Terms:**

- Health, dental and vision benefit offerings
- Vacation and sick leave benefit days
- Minimum of 30 hours per week with ability for 40 hours per week (both are full time employment) for 12 months per year as per negotiation
- NYS requirement for administrative and/or executive salary status with additional adjustments based on experience and credentials

**Contact the following staff for details regarding the application process:**

Krista Tripp, Operations Manager – 607-272-7117; [krista@dicc.org](mailto:krista@dicc.org)

Denise Gomber, Executive Director – 607-272-7117; [denise@dicc.org](mailto:denise@dicc.org)