



PROGRAM DIRECTOR

OVERVIEW OF RESPONSIBILITIES:

Program Standards:

- Responsible for planning and implementing a varied, creative, child-centered program based on Creative Curriculum® and MCCA operating procedures and standards.
- Conduct classroom observations and communicate key development milestones to parents.
- Lead and inspire staff and use a positive approach to behavior management, including encouraging and guiding the positive expression of children's feelings.

Staff Leadership and Support:

- Serve as a role model for the staff by upholding professional standards of conduct.
- Provide routine supervision to direct reports and delegates responsibilities appropriately.
- Ensure that the program is properly staffed at all times to comply with licensing and association requirements.
- Be physically at the program site during hours the majority of children are present including at opening and closing times.
- Supervise staff and offer ongoing feedback, training, and evaluation.
- Participate in new staff recruitment, hiring and orientation.
- Hold regular staff meetings and staff events.

Enrollment, Licensing/Accreditation/Certification:

- Implement enrollment and tuition strategies and policies to comply with licensing requirements and budgeted enrollment projections.
- Conduct program tours ensuring high quality presentation and follow up.
- Be familiar with and consistently implement all licensing, accreditation, and MCCA quality standards.

Family Interactions:

- Assist in preparing and distributing routine family communication newsletters, flyers, etc.
- Plan, manage and attend routine Parent Council meetings and associated Center activities.
- Coordinate the scheduling and planning of back to school night, parent education workshops, family conferences, fundraising and other events.

Administration:

- Maintain effective relationships with the MCCA Main Office staff.
- Participate in weekly administrative meetings with the Center Director.
- Review and manage program expenses against budget throughout the year and ensure budget projections are achieved.
- Monitor inventory levels and place periodic orders to ensure proper program supplies and inventories.
- Monitor and troubleshoot facility cleaning, maintenance, asset repairs and/or playground issues.
- Conduct periodic emergency training including monthly fire drills and other required facility related drills.

Performs other duties as assigned.

QUALIFICATIONS (Education & Experience):

- Must be at least 21 years old.
- Possess a Bachelor’s degree at an accredited college or university in early childhood, elementary education or a related field. If degree is in an unrelated field, a minimum 30 credit hours in early childhood or elementary education with minimum of three credit hours in child care administration or in business management.
- Minimum two years of experience teaching in a licensed child care center.
- Minimum two years of management experience.
- Has, is seeking or agrees to seek a Maryland Child Care Credential Level 6 in first 12 months and maintain credential annually.

COMPETENCIES (Knowledge, Skills & Abilities):

- Demonstrated leadership and management capabilities and commitment to delivering high quality child care programs.
- Knowledge of best practices in child care administration and program management.
- Ability to evaluate child care operations and financial management.
- Ability to adapt to changing expectations due to industry and Association changes.
- Excellent judgment and decision making skills.
- Solid understanding of and the ability to assess child development and deliver developmentally appropriate practice.
- Ability to establish and maintain professional relationships with program staff, families and children.
- Effective conflict resolution skills with children, families and team members.
- Excellent verbal and written English communication skills with the ability to demonstrate these skills in both face-to-face, telephone, and written formats.
- Proficient computer skills in Microsoft Office, Sharepoint and other applications used by the Association.
- Ability to maintain a high level of self-motivation and positive energy throughout the work day.

ABOUT MCCA:

Montgomery Child Care Association (MCCA) strives to provide the highest quality child care and play-based education for children in Montgomery County, Maryland; professional training for child care providers; and advocacy for affordable, quality child care for families of all income levels, and for better training, pay and benefits for child care professionals.

- MCCA is the oldest *non-profit* child care provider in Montgomery County, Maryland.
- MCCA cares for over 1,000 children, infants through school-agers, at 15 locations countywide, and employs approximately 200 professional staff.
- MCCA's nationally recognized Training Institute educates child care providers throughout the DC metro area.
- MCCA is a local leader in child care advocacy, working for quality child care for all families, and better work standards for child care professionals.
- MCCA is a private, non-profit 501(c)(3) charity, and a United Way (#8447) and Combined Federal Campaign (#13880) agency.
- MCCA is an AA/EEO employer M/F/D/V.

WHAT MCCA HAS TO OFFER:

At MCCA, we provide high quality early care and education for children and families of all cultural backgrounds and we value a diverse workforce. We encourage and support professional development and promote from within whenever possible. Our competitive salary and benefits package includes:

- Medical, dental and vision insurance
- Paid time off (annual, sick and holiday pay)
- Retirement plan
- Training and educational scholarships
- Child care discount
- And more...

To apply, email your resume with a letter of interest/cover letter to resumes@mccaedu.org or fax (301-984-7686).