



Center Director Position Description

Primary Roles + Responsibilities:

- Ensure and facilitate the smooth functioning of all aspects of the community center and preschool in order to best serve children and families
- Oversee and manage all elements of preschool and center enrollment and ensure the smooth integration of new students and clients into the center
- Serve as the primary point of contact for all parents, responsible for developing and maintaining positive relationships and regular communication with parents
- Facilitate the recruitment and coordinate the selection, hiring, and orientation of all new hires for both YMCC and YMC
- Facility Director and person responsible for preschool's adherence to ADHS licensing standards
- Supervisor and mentor for Lead Teacher who is responsible for overseeing classroom teachers
- Conduct ongoing informal and formal performance evaluations of teachers and serve as a resource for clinical team performance evaluations
- Oversee compliance and accreditation for preschool and center, including organizational certifications, licensing requirements, and insurance requirements for providers and facility
- Member of the Young Mind Center leadership team provide input on policy and other matters affecting the organization, collaborate in the development and implementation of new programs, and promote overall advancement of both organizations
- Ensure appropriate professional development opportunities are made available to all team members
- Ensure all policies and procedures are being implemented
- Maintain records and files and ensure secure storage of documents

Preschool Leadership:

- Collaborate with the Lead Teacher in observing teachers and providing advise on their classroom leadership, team collaboration, curriculum implementation, parent relationships and adherence to the mission of the preschool
- Collaborate with Lead Teacher to ensure core features of effective classrooms are maximized (environment, routines, and expectations) by teachers
- Support and supervise the design and implementation of intentional, developmentally appropriate lesson plans
- Support and supervise classroom design to maximize learning and ensure brand fidelity
- Create and disseminate the annual Preschool and Clinical Service Calendars
- Record and prepare student attendance reports

Organizational Management:

- Prepare the annual operating budget (income and expenses), tuition plan, and team compensation plan (Assisted by Executive Director)
- Purchase equipment for preschool and clinical teams
- Oversee facility management and coordinate with team member/s responsible for maintaining daily facility operations and maintenance (custodial service, landscaping, maintenance, etc.) and ensure overall facility appearance adheres to brand standards
- Keep the school environment clean, healthy, and safe in accordance with DHS licensing and NAEYC standards
- Identify and oversee campus property needs and capital improvement projects

Marketing + Recruitment:

- Develop marketing, advertising and recruitment plans as needed to maintain optimal center enrollment
- Market the center to prospective student and client-parents, within organization standards
- Conduct tours for prospective families and organize all marketing and enrollment materials
- Plan and execute events such as back-to-school night, open houses, community-building/social events, and education/outreach events
- Assist in the planning and coordinating of center fundraisers
- Ensure the website is utilized as a marketing tool that reflects accurate and up-to-date information about the Preschool and other programs
- Ensure our various social media platforms are being used as a tool to build our brand (Assisted by Executive Director)
- Represent the organization by participation on committees in the early education community

Qualifications + Skills:

- Bachelor's degree or higher in Early Childhood Education (ECE), Child Development or a related field (Master's Degree is preferred.)
- At least three (3) credits in ECE administration (may be completed within one year of being hired)
- Two (2) years of classroom teaching experience
- At least one (1) year of supervisory or program administration experience
- Knowledge of NAEYC accreditation and state licensing procedures
- Outstanding communication and interpersonal skills
- Proven leadership, as well as managerial and organizational skills
- A track record for being flexible, approachable and inspiring positive collaboration
- Demonstrated ability to relate sensitively to children, parents and staff
- Computer and email proficiency (including Microsoft products)
- Basic financial management skills

Benefits:

- Excellent health insurance
- Dental insurance
- Vision insurance
- 401K with up to 4% company match
- 15 paid holidays
- 10 days of paid time off (PTO) to start
- 5 paid personal/sick days
- License and credential reimbursement
- Professional development stipend
- Regular professional development opportunities
- Regular company-sponsored social events

To Apply:

Please submit a current resume and cover letter to office@youngmindcenter.org. In your letter, please include an explanation of why your experience is specifically relevant to this role at YMCC. We want to see your personal style—what makes you tick and why you think your next opportunity is here with us.