



# Playmates Preschools & Child Development Centers, Inc.

Kenova  
304-453-4858

Lavalette  
304-523-4858

Huntington  
304-522-4858

Buffalo  
304-429-3988

Westmoreland  
304-429-4851

Ceredo  
304-908-3368

Ceredo Pre-K  
304-453-5998

Westmoreland Pre-k  
304-781-0053

**POSITION TITLE:** Site Director  
**REPORTS TO:** Executive Director  
**FSLA: Non-Exempt**

## **JOB SUMMARY:**

Responsible for providing academic and administrative leadership for all components of a Playmates Center including: recruiting, hiring, training and supervising all staff; scheduling and supervising all classroom activities; establishing and assessing strategic plans, marketing, and fund-raising for the Center. Serves as a liaison with public schools, businesses, public agencies, and community organizations at the local, state, and regional levels. Responsible for meeting all licensing and accreditation standards. Responsible for developing and managing the Center budget.

## **ESSENTIAL DUTIES:**

- Provides fiscal and administrative leadership for planning, organizing, managing, and assessing the Center's academic program and services to meet the Playmates mission.
- Directs and manages the overall administration of the Center including personnel services and physical facilities.
- Responsible for the continued licensure and accreditation of the Center.
- Develops and implements public relations and marketing strategies that will increase the number of students enrolled and retained at the Center.
- Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc.
- Develops or assists with the development and implementation of policies and procedures consistent with Playmates Pre-Schools and Child Development Centers, Inc. to ensure efficient and safe operation of the Playmates facilities.

## **OTHER DUTIES:**

- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

## **POSITION QUALIFICATIONS:**

- Bachelor's Degree in Education, Business or related field and 2 years of relevant experience; or Associate's Degree in Business or related field and 4 years of relevant experience. If Business Degree, must have 24 credit hours in Education; if Education Degree, must have 12 hours in Business.



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- Master's Degree is preferred.
- Management experience is preferred.
- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

## PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Provides fiscal and administrative leadership for planning, organizing, managing, and assessing the Center's academic program and services to meet the Playmates mission.
  - A. Develops goals and objectives for the Center as part of the annual planning and assessment process.
  - B. Assists the Executive Director in preparing and monitoring budgets for supplies, equipment, capital projects and facility repair needs.
  - C. Meets financial goals established as part of performance accountabilities.
  - D. Designs and implements evaluation and follow-up studies to determine the effectiveness, performance, and future needs of the Center.
  - E. Recommends at least one strategy for improving a process for which he/she is responsible.
  - F. Adheres to all management reporting deadlines; advises the Executive Director of program needs pertaining to Center operations.
2. Directs and manages the overall administration of the Center including personnel services and physical facilities.
  - A. Recruits, selects, supervises, orients, trains, and evaluates staff and volunteers in accordance with Playmates policies and procedures.
  - B. Meets employee retention goals.
  - C. Maintains proper staffing ratios at all time.
  - D. Maintains responsibility for all staff development programs and requirements within Center.
  - E. Provides or facilitates quarterly customer service training for all staff.
  - F. Ensures all real property, including but not limited to buildings, vans, and inside and outside play equipment, are maintained in safe working order and has an aesthetically-pleasing appearance.
  - G. Maintains and evaluates preventive maintenance program and has procedures in place to report maintenance issues when repairs are needed.
3. Responsible for the continued licensure and accreditation of the Center.
  - A. Develops and/or ensures classroom compliance with a standardized curriculum.
  - B. Meets all environmental rating goals

*Serving Families in Cabell and Wayne Counties for Over 25 Years*

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: [jbarkerplaymates@aol.com](mailto:jbarkerplaymates@aol.com)

September 1, 2013



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4. Develops and implements public relations and marketing strategies that will increase the number of students enrolled and retained at the Center.
  - A. Publicizes the availability of programs and services to students, community representatives, public officials, and the general public through newsletters, workshops, web page, and public speaking engagements.
  - B. Manages registration, fee payment, and financial aid services for all clients.
  - C. Establishes and maintains appropriate customer services procedures and standards.
  - D. Maintains office hours consistent with the needs and philosophy of the Center and Playmates.
  - E. Serves as the official Playmates liaison with local, regional, state, and federal agencies to marshal resources for enhancing and expanding services and programs.
5. Complies with the Privacy Policies of Playmates Pre-School and Child Development Centers, Inc.
  - A. Abides by the policies regarding the safeguard of protected personal, professional, and health-related information of clients and employees.
  - B. Uses and discloses only the minimum required protected client and employee information required to do the job.
6. Develops or assists with the development and implementation of policies and procedures consistent with Playmates Pre-Schools and Child Development Centers, Inc. to ensure efficient and safe operation of the Playmates facilities.

## ENTRY LEVEL COMPETENCIES:

1. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
2. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, PowerPoint, and ProCare.
3. Illustrates effective use of time management and organization skills to perform multiple tasks
4. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).

## PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

**JOB TITLE: SITE DIRECTOR**

