



POSITION DESCRIPTION

Program Director	
Department: Early Learning Academy, Center-Based	Status: Full Time, Exempt
Reports to: Vice President of Children's Services	Last Reviewed: August 2025
Titles reporting to this role: Administrative Assistant, Education Coordinator, Teaching Staff HS/PFA Teachers and Assistant teachers; Program Aides; EHS/PI Teachers, volunteers, and interns	Next Review Date: August 2027

Position Summary:

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Center-Based Program Director is responsible for the operation of a comprehensive Early/Head Start and childcare program for children aged 24 months – 5 years of age. This Program Director is responsible for contributing to the agency's goals, objectives and commitments as it pertains to early childhood education, creating an early learning environment that meet the needs of each individual child and family enrolled in the program.

The Director of the Early Learning Academy Center-Based Program oversees and manages operations and work/program plans and collaborates with agency leadership to ensure agency and funder guidelines for the program are met. The Director plays an active role in participant recruitment and enrollment efforts, as needed, ensuring that the program maintains full enrollment. In collaboration with agency departments, this leader facilitates and ensures that the program's resources are managed effectively and that staff members have what they need in order to execute their responsibilities efficiently and effectively.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

General Duties

Oversee the Center-Based Early Learning Academy Program in all content areas to ensure service delivery meets the agency quality standards while conducting regular staff meetings and execute annual program plans and objectives. Additionally, responsible for the recruiting process of the program staff and consultants while adhering to policies and guidelines of agency and funders. Ultimately, communicate, monitor and track grants/contracts utilizing the RACI Matrix tools.

Policies and Procedures

Responsible for overseeing that the Center-Based Early Learning Academy is in compliance with guidelines and regulations.

Team Management

Responsible for collaborating with the Early Learning Academy Leadership team to develop new strategies regarding the department/program activities while ensuring clear and effective communication. Support with the recruiting process while overseeing all staff performances

Customer Service

Responsible for ensuring that Early Learning Academy Leadership Team provide great customer service to visitors and participants as well as communicate clearly with stakeholders.

Reports and Metrics

Responsible for tracking and inserting accurate data into the system while providing reports on progress goals and developing new strategies to meet the agency needs.

1. Provide overall oversight to the Center-Based Early Learning Academy to ensure compliance with all areas within the Head Start Performance Standards, DCFS licensing guidelines, Preschool for All/Prevention Initiative Scope of Service, and other guidelines, as well as fiscal oversight, administrative compliance, and accreditation requirements.
2. Monitor program in all content areas to ensure service delivery meets the quality standards established by the agency, funders and accrediting bodies. Ensure deliverables/indicators are delivered as agreed in executed contracts.
3. Collaborate with Early Learning Academy Leadership Team:
 - a. to ensure positive outcomes from monitoring visits, reviews, and assessments performed by funders, accreditation and/or supporters.
 - b. to contribute to ideas and growth opportunities addressing program challenges that arise.
 - c. to develop and implement strategies that enhance outcomes, recruitment, enrollment, awareness and agency-wide response to our early learning programs.
 - d. to ensure communication is clear and effective in order to facilitate and increase engagement from stakeholders.
4. Communicate with content area managers to ensure site and personnel are responsive to program, child and family needs. Provide follow-up and improvement strategies for any deficiencies that surface.
5. Using the Performance Quality Improvement process, develop, create, manage and execute annual work/program plans goals and objectives.
6. Provide reporting of program progress on goals, objectives and activities according to established timelines.
7. Foster positive relationships and effective communication with parents, community partners, and staff.
8. Participate in the interviewing and selection of the program staff and consultants, adhering to policies and guidelines of agency and funders.
9. Supervise the Education Coordinator and monitor all staff, including conducting of scheduled performance appraisal and development of individualized professional development plans.
10. Conduct monthly staff meetings and ensure timely, ongoing communication with team about agency and external partner updates.
11. Collaborate with Director of Family Services to conduct parent meetings and activities, create and manage training schedules for staff according to their individualized professional development plans to comply with funder requirement of 15hours of professional development annually.
12. Maintain and monitor reporting system as dictated by agency and funders.
13. With FDS staff:

- a. Work collaboratively in supporting parent relationships and engagements.
 - b. Assist with collecting required documents (emergency consents, physicals, dentals etc.).
 - c. Ensure child and family needs are being addressed to allow for goal attainment in development, health, nutrition, etc.
14. With the support of the Vice President of Children's Services and with input from the program's Parent Committee, develop and manage a program plan, communication, and monitoring plan for the program that successfully responds to stakeholders' needs.
15. Perform other duties as assigned.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Minimum B.A. in Early Childhood Education, Child Development, Social Work, or a related field with a minimum of 18 college credits in Early Childhood Development. Must have a gateways director's credential level 1 or above. Experience with program administration, including reflective supervision and leadership of staff teams.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Word processing; spreadsheets; internet skills; data entry skills and in managing Microsoft applications to facilitate communication. Preferred knowledge of ChildPlus or other online database systems.

Mathematical Skills

Basic mathematical skills are required.

Operating Environment and Working Relationships:

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Must understand the scope of community resources and how they can meet the needs of children and families served. Knowledge of community resources and capacity to develop community cooperation to ensure families receive comprehensive services. Knowledge of Head Start Performance Standards.

Decision Making Authority:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or scheduled form and convey needed information with stakeholders in a manner which improves early learning experience for children/families. Management-level position; must exercise discretion and independent judgment in executing tasks.

People Management

Ability to utilize reflective practices to provide support to volunteers, interns, and team members. Strong people skills, ability to express oneself clearly and effectively, superior interpersonal abilities, ability to get along with diverse persons and personalities. Must be tactful, mature and flexible.

Remote Work/Technology (WIFI)/Mobile Phone Usage:

Not eligible for remote work. A personal mobile phone is required. Reference Casa Central's Personal Cellphone Usage Policy for reimbursement information.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

