



**HISPANIC CENTER**

of western michigan

## **PRESCHOOL SITE DIRECTOR/ LEAD TEACHER**

**Position Title: Preschool Site Director/Lead Teacher**

**Reports To: Director of Programs**

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**Job Summary:** The Hispanic Center of Western Michigan is seeking an experienced individual to administer, supervise, coordinate and monitor all educational programs and services for preschool students attending their specific site.

Oversee and provide support to the Preschool Associate Teachers and Support Teacher; Provide support to ELNC's EPIC Family Coach.

The Preschool Site Director will also interact with and develop relationships with Hispanic Center and ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

### **Specific Functions**

- Provide leadership and direct supervision of the La Escuelita Preschool Site
- Assist in coordinating and welcoming visitors and guests to the site
- Prepare in a timely fashion, appropriate applications and provide assistance on reports for all state, federal, and privately funded projects related to La Escuelita for the purpose of ensuring continued funding and complying with state and federal requirements
- Evaluate all La Escuelita teaching and support personnel.
- Assist with preparation of budget; Make approved purchases for the preschool according to the budget for expenses
- Serve as a liaison between the school, the home, and the community in building positive attitudes about learning for the purpose of ensuring communication between all service providers
- Maintain own professional competence through participation in ELNC sponsored in-service activities for the purpose of ensuring the effectiveness of the program
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Ensure compliance with State, federal and all funding source guidelines (including MI State Preschool Program, Dept. of Health and Human Services, Community Care Licensing regulations, and those from other funding sources, such as grants)
- Make recommendations regarding staffing needs for the preschool program and assist with the recruitment efforts
- Direct the preparation of statistical and narrative reports to ensure reporting requirements are met for State and other funding sources
- Implement and monitor an accountability system in the preschool program to align instruction with the ELNC Implementation Manual
- Plan and coordinate parent education and parent involvement
- Prepare lesson plans based on approved curriculum (Creative Curriculum)
- Prepare needs/supply list for classroom
- Prepare and conduct Parent/Teacher Conferences
- Keep classroom neat and sanitized to licensing regulation standards

- Recognizes and responds to the individual needs of each child and treats all children in a manner which is appropriate and helps build children's character and self-esteem
- Keep accurate records of child's developmental stages
- Attend all assigned meetings and trainings for ELNC and Hispanic Center
- Work with Director of Programs for interdepartmental coordination of goals and programs
- Adheres to all policies contained in the Hispanic Center's Employee Handbook
- Perform other duties as assigned by the Director of Programs

#### **Essential Competencies Required:**

- **Commitment to Hispanic Center's Vision and Mission-** The ability to understand, communicate, and incorporate the Hispanic Center's Vision and Mission into behaviors and attitudes while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

#### **Knowledge's, Skills, And Abilities**

- Understanding of and passion for the mission of Hispanic Center
- Knowledge and experience managing public or non-profit program
- Knowledge and experience in the organization, management, and administration of Early Childhood Education Programs
- Ability to plan, organize and direct the functions of staff
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Skill in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

#### **Required Minimum Education and Experience:**

- Bachelor's Degree in Early Childhood Education or Child Development with specialization in preschool teaching
- Three years' experience in management or supervision
- Three years' experience working in Early Childhood environment
- Child care administration
- Knowledge and experience teaching Creative Curriculum
- Knowledge of computer web based programs, Word, Excel and PowerPoint
- Knowledge and experience using Child Plus Data System

#### **Preferred Education and Experience:**

- Master's Degree in Early Childhood Education or Child Development

- Three years' experience in planning, implementing and/or administering a public or non-profit program
- Three years' experience working in Early Childhood environment

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Interested candidates should provide a cover letter and resume to **Trinity Clemens, Director of Programs, Hispanic Center of Western Michigan, 1204 Grandville SW, Grand Rapids, MI 49503.** [tclemens@hispanic-center.org](mailto:tclemens@hispanic-center.org). Please visit Hispanic Center's website to learn more about us.