



Delray Beach Campus MANAGING DIRECTOR

Job Description

The Managing Director at the Delray Beach Campus (DBC) must have their Directors Credentials through DCF and will report directly to the Pre-Primary Coordinator at the Gulf Stream Campus and when necessary, directly to the Head of School. The Managing Director is expected to be at school 7:30am-3:30pm Monday-Friday while school is in session.

Roles & Responsibilities:

- Supervise the day-to-day operation, and administration of the facility and make sure the facility stays in compliance with DCF licensing requirements.
- Establish a strong rapport with parents by welcoming and greeting them by name each morning, being available to them as needed and acting as a liaison between them and the teachers as necessary.
- Report directly to the Director of Pre-Primary Programs for all student/parent/staffing related issues.
- Report directly to the CFO on all maintenance, grounds and facilities issues
- Coordinate purchasing of necessary supplies with Director of Pre-Primary Programs and CFO
- Conduct performance evaluations for all DBC teachers based on communicated expectations.
- Ensure all new hire student and teacher paperwork is complete and in compliance with DCF.
- Guide staff daily with advice, counsel, and support, including lesson planning and scheduling. When necessary, consult with the Director of Pre-Primary Programs.
- Set the tone within the DBC to provide a comfortable, safe, and trusting environment for all staff and students.
- Meet with each faculty member monthly to discuss the monthly calendar for the coming month, any change or new Health Department regulations, and answer any questions pertaining to events, activities, and updated Health Departments regulations.

- Keep teachers informed about the policies and procedures of the school and the Health Department.
- Maintain personnel and student files.
- Maintain indoor and outdoor facilities for safety and compliance with DCF standards and requirements.
- Handle all DCF inspections and responses.
- Substitute in the classroom when/as needed.
- Work with the Director of Pre-Primary Programs to arrange for subs as needed.
- Assist teachers with parent conferences if/as needed
- Monitor the front desk in the morning, welcoming all parents and students.
- Plan and assist with events throughout the year.
- Create registration and curriculum for summer camp.
- Other duties as assigned by the Director of Pre-Primary Programs and/or the Head of School

Qualifications and Requirements:

- Degree in childhood education and/or administration preferred
- Current DCF Director certification
- 45 hours of DCF classes for DCF certification
- Ability to maintain certification
- Understanding of DCF regulations and requirements