

JOB DESCRIPTION: PARENT INFANT CENTER, EXECUTIVE DIRECTOR

REPORTS TO: PIC BOARD OF DIRECTORS

FLSA CLASSIFICATION: EXEMPT

Organization Summary: The Parent Infant Center (PIC) is a large, urban, non-profit, NAEYC accredited, PA Keystone STARS-4 child care and school-age program rooted in the Reggio Emilia philosophy and inspiration, play-based and project-based learning, and connecting children to nature. PIC serves approximately 350 children ranging from 6 weeks to kindergarten in the Early Learning Program and kindergarten through 5th grade in the School Age Program, which encompasses the After School Center and Summer Camp. PIC serves a diverse population of children and families.

Mission and Values: The Parent Infant Center works to provide and increase access to high-quality early childhood education and school-age programs that give children opportunities to learn through play; are led by valued, professional educators; and actively engage and support parents and families.

PIC's commitment to high-quality early education and child care is best expressed in the values that we embrace. These values inform all aspects of the work we do with young children and their families.

- COMMUNITY as the basis for child, family, and educator growth, development, and learning
- LEARNING THROUGH PLAY as our foundational approach
- NATURE as a home for children's play and learning
- BEST PRACTICE APPROACHES based on solid research in the fields of education and child development
- DIVERSITY AND INCLUSION in classrooms and on educator and leadership teams
- EQUITY through practice and advocacy, in education access and educator compensation
- PROFESSIONALISM of our educators

Summary: The Executive Director is the central driver of PIC's mission. The Executive Director leads the administrative and teaching staff, represents PIC to our internal and external communities, guides the Board of Directors, and acts as steward of the Center's vision. This is a full-time position.

Essential Functions

Administrative Responsibilities:

- Finance: Work with the Finance Director, Board Treasurer, and appropriate staff to develop and monitor the Center's budget and special grants.

- Personnel: Recruit, hire, and supervise the management team. Conduct written performance reviews of administrators at least annually. Consult with Program Coordinators around teaching hires. Work with Board members to update the HR manual; ensure consistent implementation of all HR policies and procedures.
- Licensing: Assure the Center maintains appropriate licenses and insurance.
- Facilities: Oversee major facilities issues in consultation with appropriate administrative staff, outside consultants, or Board members.

Team-Centered Responsibilities:

- Team Management: Conduct and ensure documentation of regularly scheduled administrative team meetings to address issues including, but not limited to, personnel, program, facilities, and finance. Take proactive measures to address concerns as they arise.
- Team Leadership: Inspire confidence and trust within the administrative team, providing positive, constructive feedback. Make clear decisions and ensure follow-through, adjusting to changing situations or unexpected events.
- Communications: Keep staff apprised of new/revised policies and procedures as well as any issues that affect all employees.

Organization-Centered Responsibilities:

- Board Support: Attend all Board meetings. Work with the Board President to ensure preparation and distribution of reports, minutes, financials, and other materials to support the Board's work. Staff Board committees as requested or required.
- Center Leadership: Inspire confidence and trust throughout the Center. Provide leadership to staff in program planning and implementation, within guidelines of the Center's philosophy, developmentally appropriate practices, accreditation standards, and licensing regulations.
- Vision: Provide leadership for institutional planning and change. Work with the Board of Directors and its committees to develop and implement strategic plans and set policies for the administration of the Center and its programs.
- Mission: Seek new ideas or opportunities, develop new programs that fulfill the mission of the Center, and advance its strategic plan and program priorities.
- Curriculum: Ensure excellence and best ECE practices in all Center programs; support the Center in modeling high-quality ECE for regional programs seeking opportunities to improve their own practices and standards.
- Fundraising: Cultivate donors and funders by ensuring preparation of the annual report, community newsletters, an annual appeal, and development of successful grant applications. Oversee the Center's fundraising events.
- Public Relations: Assume primary responsibility for relations and outreach with the University of Pennsylvania, other area employers, the community and professional organizations. Take the lead in crisis management, as needed.

- Advocacy: Keep staff and parents informed of advocacy initiatives on behalf of children and families, especially those relating to early learning and school-age care.
- Center-wide Events: Support the administrative team in organizing and promoting family social, recreational, or educational activities.
- Parent Participation: Actively encourage parent participation in all aspects of Center life.

Candidate Qualifications:

Ideal candidate will demonstrate:

- Exceptional team management and leadership skills
- Honesty, integrity, and commitment to confidentiality
- Strong interpersonal skills; ease and aptitude for interacting with PIC's diverse community
- Commitment to creating a welcoming, positive environment Center-wide
- Depth of knowledge of early childhood education best practices
- Ability to approach challenges with positivity, imagination, and a sense of humor
- Clear, professional written and oral communication
- Stellar organizational and time management skills
- Tremendous accountability, flexibility, and adaptability

Education and Regulatory Requirements

- MA in Early Childhood Education, Social Work, Nonprofit Management, or related field. Five years of experience working with both preschool and school-age children in formal or informal educational settings and two years of experience in nonprofit administration.
- Child abuse clearance, state police clearance, FBI fingerprinting clearance, and NSR.
- PA Director's Credential and PQAS certification for training are a plus.

Professional Development

- PDR. Each full-time employee is required to obtain 24 hours of professional development per calendar year and set annual goals.
- Workshops and/or Educational Courses: Attend conferences, workshops, or courses as requested or required. Share information from these workshops with other members of the administrative team, as appropriate.

Physical Requirements and Work Environment

- Able to work flexible hours, occasional evenings, or weekends
- Experienced driver with current license, over 25

Declaration: The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to the Executive Director and should not be interpreted as such.

Acknowledgement: I acknowledge that I have read and understand the requirements of this job description, that I have reviewed the Center's philosophy, and I agree to abide by them.

Employee's Signature _____

Print Name: _____ Date: _____