

## **Real Kids Learning Director of Program Operations**

Real Kids Learning is a Christian faith-based childcare learning center located in Covington, WA. We are looking to hire an individual who is a leader of leaders, has a Christian faith-based background with a love and passion for Early Learning Education.

### **Qualifications:**

- 2 years or more of full-time management experience
- 45+ college quarter credits in Early Childhood Education, Child Development, and Elementary Education or the equivalent education background in courses relating to Early Learning or Child Development (4 year college degree preferred)
- DCYF background check
- Current on all WA State requirements
- Has a strong faith in God, active in a local Christian church, willing and able to pray for families and staff when needed

### **Commitment:**

- Provides childcare program oversight, Christian faith-based curriculum programming, and leads the commitment to quality education through training and development of staff

**Salary:** \$46,000 to \$50,000 annual (depends on experience)

**Benefits include:** Monthly medical allowance (equal to 15% of annual salary), cell phone allowance, 401k retirement plan with 6% match, paid time off and paid holidays

### **What needs to be true: Responsibilities**

- **Financial oversight**
  - Responsible for program budget
  - Monitor financial trends to evaluate opportunities for strategic options and opportunities
  - Ensure opportunities for saving and efficiency are realized
- **Overall Curriculum Programming**
  - Ensure that program curriculum developed by program supervisors and assistant director meets compliance and excellence standards
- **Program Compliance**
  - Local
  - State
  - Federal
- **Staff Education and Support**
  - Provide mentorship and development for teaching staff
  - Teach and monitor students as needed

### **What Needs to Be True: Qualities**

#### **Resilience**

- Is confident under pressure

- Handles and manages crises effectively
- Maintains a positive attitude despite adversity
- Bounces back from setbacks
- Grows from hardships and negative experiences

### **Developing people**

- Places a high priority on developing others
- Develops others through coaching, feedback, exposure, and stretch assignments
- Aligns employee career development goals with organizational objectives
- Encourages people to accept developmental moves

### **Strong people skills**

- Relates comfortably with people across levels, functions, culture, and geography
- Acts with diplomacy and tact
- Builds rapport in an open, friendly, and accepting way
- Builds constructive relationships with people both similar and different to self
- Picks up on interpersonal and group dynamics

### **Inclusive Culture**

- Seeks to understand different perspectives and cultures
- Contributes to a work climate where differences are valued and supported
- Applies others diverse experiences, styles, backgrounds, and perspectives to get results
- Is sensitive to cultural norms, expectations, and ways of communicating

### **Innovation/Creativity**

- Comes up with useful ideas that are new, better, or unique
- Introduces new ways of looking at problems
- Can take a creative idea and put it into practice
- Encourages diverse thinking to promote and nurture innovation

### **Problem Solving**

- Asks the right questions to accurately analyze situations
- Acquires data from multiple and diverse sources when solving problems
- Uncovers root causes to difficult problems
- Evaluates pros and cons, risks, and benefits of different solution options

### **Decision Making**

- Makes sound decisions, even in the absence of complete information
- Relies on a mixture of analysis, wisdom, experience, and judgement when making decisions
- Considers all relevant factors and uses appropriate decision-making criteria and principles
- Recognizes when a quick 80% solution will suffice

### **Communication Skills**

- Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels.
- Attentively listens to others
- Adjusts to fit the audience and the message
- Provides timely and helpful information to others across the organization
- Encourages the open expression of diverse ideas and opinions

### **Self Awareness**

- Reflects on activities and impact on others
- Proactively seeks feedback without being defensive
- Is open to criticism and talking about shortcomings
- Admits mistakes and gains insight from experiences
- Knows strengths, weaknesses, opportunities, and limits

### **Self Development**

- Shows personal commitment and takes action to continuously improve
- Accepts assignments that broaden capabilities
- Learns from new experiences, from others, and from structured learning
- Makes the most of available developmental resources

### **Collaboration**

- Works cooperatively with others across the organization to achieve shared objectives
- Represents own interests while being fair to others and their areas
- Partners with others to get work done
- Credits others for their contributions and accomplishments
- Gains trust and support of others

### **Courage**

- Readily tackles tough assignments
- Faces difficult issues and supports others who do the same
- Provides direct and actionable feedback
- Is willing to champion an idea or position despite dissent or political risk

### **Accountability**

- Follows through on commitments and makes sure others do the same
- Acts with a clear sense of ownership
- Takes personal responsibility for decisions, actions and failures
- Establishes Clear responsibilities and processes for monitoring work and measuring results
- Design feedback loops into work

### **Financial Acumen**

- Understands the meaning and implications of key financial indicators

- Uses financial analysis to generate, evaluate, and act on strategic options and opportunities
- Integrates quantitative and qualitative information to draw accurate conclusions

*Metrics:* (What will be measured)

- Program profitability
- Employee retention
- Staff development (training)