



Tanya D. Lane  
Town Manager

# TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

## Parks & Recreation Department

William A. DeMaio, CPRP  
Superintendent of Parks  
and Recreation

### JOB DESCRIPTION

*For*

### Newington Parks and Recreation Creative Playtime Preschool Program Director

#### DUTIES AND RESPONSIBILITIES

Responsible for administering the Creative Playtime Preschool Program in accordance with the mission of the Parks & Recreation Department and the State of Connecticut Child Daycare Licensing regulations while providing a creative, safe, and stimulating educational environment to children ages 3-5.

#### SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Supervisor and the Superintendent of Parks and Recreation.

#### SUPERVISION EXERCISED

Responsible for supervising Assistant Preschool Director, Head Teachers, Assistant Teachers, Volunteers and all program participants.

#### EXAMPLES OF DUTIES

- Interpret and carry out all program policies and practices in accordance with the Parks & Recreation Department.
- Performs all duties as relates to Head Teacher, including but not limited to, overseeing the daily operation of the classroom, implementing activities, and following a daily activity schedule.
- Plan, organize, direct, and supervise all preschool activities.
- Develop and maintain a staffing schedule throughout the schoolyear and possibly summer.
- Continually develop a program that promotes the healthy, emotional, social, cognitive, and physical growth of each child.
- Continually develop and implement all program curriculum.
- Maintain a clean, orderly, and safe classroom.
- Facilitate a cooperative relationship with parents and staff.
- Provide customer service and handle inquiries and complaints.
- Maintain all program records, attendance, medical forms, emergency information, and licensing information in accordance with the State of Connecticut regulations.
- Keep up to date on current research and techniques relating to education and childcare.
- Supervise and assist with toileting, when necessary.
- Conduct all classroom purchasing of supplies and equipment while maintaining a budget.
- May be asked to direct the Summer Sunshine program during the summer months.
- Be aware of children with special needs and accommodate as needed.
- Ensure the safety of all children throughout the day.
- Conduct evaluations of Assistant Preschool Director, Head Teachers, and Assistant Teachers.
- Administer medication (oral, topical, or injectable) as trained, based on student's needs.
- Utilize RecTrac software to input payroll, track income, expenditures, and attendance.
- Coordinate the printing of an annual yearbook.
- Daily supervision to maintain a safe and clean outdoor play space.
- Organize field trips, including obtaining parent permission.
- Organize Preschool Play Nights and annual Fun in the Park.
- Performs related duties as assigned or as the situation dictates within the scope of this classification.

24 Hour Program Information: (860) 665-8686 Phone: (860) 665-8666 Fax: (860) 665-8739

parksandrec@newingtonct.gov  
www.newingtonct.gov

### **KNOWLEDGE, ABILITY, AND SKILLS**

Ability to demonstrate knowledge in child growth and development and relate to daily activities; Ability to establish and maintain effective working relationships with other employees and public; Ability to move about the classroom for the majority of the day; Ability to assume responsibility for all classroom tasks; Ability to give direction on a wide variety of stimulation experiences for preschool children; Ability to establish and maintain warm and supportive relationships with children on an individual and group basis; ability to set and maintain reasonable limits and show dedication towards the importance of early childhood education; Ability to market and advertise the program and all of its special events.

### **EXPERIENCE AND TRAINING**

Must be at least 21 years old and possess a 4-year college degree and/or have equivalent experience determined by Newington Parks and Recreation administration. Must have 1080 hours of work experience over a 9 month period in a comparable childcare setting. Knowledge of methods, materials, and equipment suitable for early childhood education; Able to be flexible and adapt to situations and activities; Effective oral and communication skills. Must have at least 1080 hours of documented supervisory experience over a nine month span of time working with children in a childcare/educational setting and one year of experience supervising employees. Experience coordinating preschool programs is preferred. Experience with school readiness or pre-K curriculum strongly preferred. Must have knowledge of the State of Connecticut Childcare Licensing statutes and regulations and demonstrate the ability to continuously learn statutes and regulations as they are modified. Must have the ability to obtain at least three (3) credits in the administration of early childhood education programs or educational administration from an accredited institution of higher education within one (1) year of being hired.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Sufficient stamina and strength to be exposed to constant movement and getting up and down.

Ability to push/pull/lift objects weighing less than 75 pounds. Must be mobile and able to stand for long periods of time.

Able to see objects as in reading a registration form. Able to hear normal sounds with some interruption.

Able to administer multiple tasks and be flexible.

Must be able to perform the essential functions of the job with or without reasonable accommodation.

This position is an hourly pay position ranging from \$24.50 to \$25.50 per hour and all employees are employees "At-Will".

Program hours are Monday through Friday, 9:30am to 2:30pm from late August/early September through mid-June. General hours for the position are Monday through Friday from 7:30am to 3:00pm, with hours varying each day depending on current workload, and some special events in the evening.