

Early Impressions Preschool & Child Care

Position Description – Latchkey Lead & Program Administrator



Job Title	Lead Latchkey Lead & Program Admin	Position Type	Part-Time to Full Time; Year Round
Location	Springport	Direct Supervisor	CEO
Job Summary			
The Program Administrator/Lead Latchkey Teacher is responsible for providing leadership, management, and direct care within the childcare program for children ages 5–12. This role combines administrative oversight with hands-on teaching responsibilities. The Site Director/Teacher ensures the smooth daily operation of the center, maintains regulatory compliance, supports and guides staff, and fosters strong relationships with families and the community. In addition, this position actively supervises and engages children before and after school hours, creating a safe, nurturing, and fun environment through educational activities, physical play, and creative experiences. The ideal candidate demonstrates strong communication skills, leadership ability, and a genuine commitment to promoting each child's growth, well-being, and success.			
Responsibilities			
Leadership, Management and Operation - Updating and maintaining child and team member information in Procure - Facilitate 30, 90 and annual reviews for team members - Develop agenda and facilitate reoccurring team meetings monthly Ensuring a Safe, Nurturing and Education Environment - Completing QRIS (Quality Rating) requirements for Center, maintaining and updating as required - Provide feedback, coaching, and support to teaching team members, connecting them with Education Support Specialist as needed - Provide training on ITERS/ECERS/SAERS to ensure high-quality programming in all classrooms Managing Team Members - Completing, sharing and updating team member work schedule and daily breakdowns - Develop and monitor variance plans for tuition team members - Review, approve/deny and track time off requests of tuition and GSRP staff members - Create and enforce corrective action plans Maintaining Regulatory Compliance - Creating, reviewing and maintaining child and team member licensing files - Submitting necessary reports, investigations, communications, etc. to MiLEAP and CEO/COO in a timely manner - Monitoring and updating MiRegistry for employment and professional development requirements for team members - Monitoring and maintaining classroom and center inventories of furniture, electronics, and consumables Building Strong Relationships with Families and Community - Connect with families interested in programming - Facilitate and complete entire enrollment process (inquiry, tour, paperwork, enrollment meeting) - Ensuring families are connected to Procure, assisting when needed - Communicating important events, closures, delays and other important information to families via Procure - Plan, monitor, report on and attend family events within center, in cooperation with team members - Represent Early Impressions at local family and community events School-Age Classroom - Supervise and manage a group of students during before and after school hours, ensuring their safety and well-being at all times. - Plan, document and implement age-appropriate activities that promote social, emotional, cognitive, and physical development. - Foster a warm, inclusive, and respectful classroom environment where every child feels safe, valued, and supported. - Maintain open communication with parents regarding their child's progress, behavior, and any concerns that arise. - Ensure a clean and organized environment, adhering to Early Impressions policies and procedures.			
Job Requirements			
- High level customer service skills - Positive, upbeat attitude with co-workers, team members and community members - Ability to collaborate with multiple personality types - Self-start skills, being able to begin and complete tasks independently, create needed systems - Sitting, standing, and walking for extended periods of time throughout the day - Work events outside of normally scheduled hours, program dependent			
Salary & Benefits			
- Hourly rate of \$18.00; opportunities for bonuses and/or increases - Health, Dental & Vision Insurance - Simple 401(k) Retirement Plan - Holiday Pay – eligible after 90 probationary period - Free Child Care for Children 2 years and 6 months and older			