

DIRECTOR APPLICANT QUESTIONS

(As part of the application process, please answer the following questions in your handwriting in the space provided on this sheet. You may use the back if necessary)

- 1. What specifically about your current situation brings you to the step of completing the application today? What is it that excites or intrigues you about this position? (Circle one if it applies).**
- 2. Define three skills, qualities or, characteristics of a good leader and describe why these qualities are important in leadership. Of these, which one have others most often said about you and why?**
- 3. Please understand that all members work together to accomplish the team's objectives and that team members have differing roles. As a Director, what expectations do you have from your teaching staff, kitchen staff, transportation staff, support staff and administrative support personnel?**
- 4. What do you expect from your company and its representatives? What is important to you in a working relationship?**
- 5. Describe an environment that you created (where you worked and led). How did it look, feel, smell, taste? How did it sound? How did others feel in that environment?**
- 6. Communication tends to be a huge challenge for many organizations. Describe systems, techniques and actions you've implemented to assure effective communications in your program.**
- 7. Directing a child care program is a huge responsibility often with multiple and competing priorities. How effectively have you been able to balance work life and personal life to assure all goals are accomplished without personal burnout? Elaborate.**
- 8. Describe the importance and benefits of good documentation?**
- 9. What is the greatest childcare/education related challenge you've faced? More importantly, what techniques, skills or resources do you utilize when faced with a challenge?**

DIRECTOR APPLICANT QUESTIONS – continued

- 10. What is your childcare philosophy? This statement should include comments relative to child development, curriculum, child guidance and environments for children.**
- 11. What components would you establish (if they weren't already in place) to assure Parent/Customer Satisfaction? Employee Satisfaction?**
- 12. In budgeting for and operating a Child Care Facility to budget, what factors must be considered? What is the key item on the income side of the balance sheet? Name 3 big ticket expenses. What is most important to you relative to budgeting? In a sea of competing priorities, where would you place setting a budget and following the budget and why?**
- 13. What qualities do you look for as you hire staff? Describe a "Teacher of the Year" candidate. What qualities would you look for in choosing employees to receive a performance bonus and how would you determine the amount?**
- 14. Describe how you balance positive feedback and constructive feedback & coaching staff. Which # describes you best: #1) turn my head = it didn't happen – I don't like conflict – I want my staff to like me admin #2) all about excellence at all cost; dot every I/cross every T, nit-pick to the nines to assure its "all" right admin; #3) Sometimes address – sometimes don't – wishy/washy - they never know what to expect admin or #4) Other? Explain/Elaborate.**
- 15. What do you like most about this field? What do you feel is the biggest challenge in the Child Care field today? What is your biggest personal challenge relative to Child Care?**
- 16. When faced with competing priorities and forced to make a quick decision; what guiding principle, if any, do you use in making the best judgment possible?**
- 17. Describe your flexibility and willingness to do what it takes to accomplish a task or an objective? Provide an example and elaborate. Also, give an example of going above and beyond to meet a child or family need?**

Additional Information to Consider:

1. Between the hours of 6:30 a.m. – 6:30 p.m., are you “flexible” to work any scheduled hours? Yes _____ or No _____ Are you willing to work late, come in early, change classrooms, leave early or come in late as requested by administration? Yes _____ or No _____

2. If you were the successful candidate and offered a position with our company, what is the earliest date you would be available to report for work? _____ Does this include a notice to your current employer, if applicable?

3. Do you have a Criminal Record Clearance from the DCDEE, releasing you to work with young children? _____ Do you have a Education Qualifying letter stating the roles you’re qualified to work in a licensed center?

4. Do you have a negative TB test that has been completed and read within one year of today’s date? _____ Current Physical? _____

5. Can you provide a clean DMV driving record? _____ Are you willing to be trained to transport children as necessary for the school? _____

6. You are required to remain drug/alcohol (d/a) free while employed here. Are you willing to take a pre-employment d/a screen? _____ A “for cause” d/a screen? _____ Random d/a screens as called upon? _____

7. How effectively could you manage the following Employee Policies? What do you see as the Pros/Cons to each? Please initial below that we’ve reviewed.
 - _____ We *expect regular and timely attendance* from employees. On a scale of 1-5, (where 1=I’m out of work a lot & often late and 5=perfect attendance & timely or early arrival to work), how dependable are you? _____ The administrator interviewing you will initial that they have reviewed the company’s Attendance Policy: 1) 5 = Eligible for Bonus; 2) 3 = Occurrence 1 or Occurrence 2 = actions required to change in schedule or did not meet personnel policy requirements and resulting in pay @ minimum wage for period; 3) 2 = Occurrence 3 = see #2 AND \$1.00/hour pay deduction that reinstates to offered pay after 90-days of regular & timely attendance.
 - _____ We provide a warm, nurturing environment for children, families and staff alike. We *expect employees to remain “Gossip-Free”* which includes not speaking to others about problems, issues or concerns that they cannot resolve and not listening to problems, issues, concerns and/or situations that you cannot resolve. Describe a time where you remained Gossip-Free?
 - _____ Overview of the pay-related policies that can result in deductions from pay: 1) unauthorized work outside of scheduled hours; 2) separation of employment without a proper (15-30 days) notice; 3) time away from work (suspension) for policy infractions; 4) child care deductions; 5) training deductions for policy default; 6) non-regular/non-timely attendance; 7) missing inventory items; and 8) failure to receive approvals or provide receipts for purchases.