

Wesley House Family Services

Position Description

Position Title: Child Care Site Assistant Director

Department: Inez Martin

Purpose: The Child Care Site Assistant Director shall assist the Site Director with planning, managing, marketing and directing the day-to-day operations of the childcare program. The Assistant Site Director shall also perform duties involving modeling, mentoring, coaching and support in the areas of curriculum, lesson planning, classroom management and positive behavior to the staff and children served in the program. S/he must have a strong knowledge of preschool curriculum and child developmentally appropriate practices. S/he works with the Director and Lead Teacher in helping to support the vision, goals and strategy of the program while ensuring the highest quality program is offered to young children.

The Child Care Site Assistant Director will also act as interim Site Director at any point the Child Care Site Director is off-site

Reports To: Site Director

Classification: 1.0 FTE, Non-Exempt

Responsibilities:

Assists the Site Director in the following responsibilities:

- Purchasing of supplies, materials, and food products appropriate for a licensed childcare facility in keeping with the budget and earned revenue.
- Developing an atmosphere of support in the local community for the Program
- Hiring, training and supervision of staff
- Maintaining the required records on all children enrolled in the Program.
- Ensuring effective Creative Curriculum implementation and philosophy process is used throughout the Program.
- Providing support through mentoring, modeling, constructive feedback, and coaching for continuous improvement of the curriculum and staff professional development.
- Providing training and support to teachers conducting developmental screenings for children using Ages & Stages, Teaching Strategies GOLD, or other developmental screenings.
- Providing training and support to teachers with creating a learning environment that always protects children's health and safety, including specific training in active supervision, re-direction, and behavior management.
- Assuring the development, use and evaluation of lesson plans in the philosophy of the Creative Curriculum. Ensures compliance with federal, state and local laws, including Florida Statue 65C-22 and the Florida Abuse Hotline.
- Providing administrative support to program operations in absence of Site Director.
- Completing the Ages and Stages Screening and other screenings or assessments in an accurate and timely manner. Support families' involvement in this process.
- participating in Office of Early Learning and/or Early Learning Coalition pilot projects.
- Maintaining accreditation status

- Budget Development and oversight
- Staying within teacher/child ratio
- Assist in the inputting of required information for ProCare and ELC database. Such information may include but is not limited to attendance records, school billing, scholarship information and SOS daily meal counts.

Assumes responsibility for related duties as required or assigned:

- Ensures that work area is clean, secure, and well maintained.
- Stays informed of national trends or changes in childcare/early childhood and child welfare services and practices.
- Maintain confidentiality related to the persons served, the staff and the WHFS.
- Maintain Council on Accreditation and Gold Seal standards as applicable.
- Administers the site program in keeping with all WHFS policy and procedure.
- Makes suggestions and implements policy and procedure to improve the programs.
- Completes special projects as assigned.
- In the event of a teacher vacancy, may be required to cover a classroom on a short-term basis.
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and it's mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

Performance Measurements:

- Purchasing of supplies, materials, and food products appropriate for a licensed childcare facility in keeping with the budget and earned revenue.
- Hiring, training and supervision of staff
- Maintaining the required records on all children enrolled in the Program
- Ensuring effective Creative Curriculum implementation and philosophy process is used throughout the Program.
- Providing support through mentoring, modeling, constructive feedback, and coaching for continuous improvement of the curriculum and staff professional development.
- Providing training and support to teachers conducting developmental screenings for children using Ages & Stages, Teaching Strategies GOLD, or other developmental screenings.

- Providing training and support to teachers with creating a learning environment that always protects children's health and safety, including specific training in active supervision, re-direction, and behavior management.
- Assuring the development, use and evaluation of lesson plans in the philosophy of the Creative Curriculum. Ensures compliance with federal, state and local laws, including Florida Statue 65C-22 and the Florida Abuse Hotline.
- Providing administrative support to program operations
- Completing the Ages and Stages Screening and other screenings or assessments in an accurate and timely manner. Support families' involvement in this process.
- Participating in Office of Early Learning and/or Early Learning Coalition pilot projects. Ensure effective curriculum implementation and philosophy process is used throughout the Program.
- Provide developmentally, age-appropriate, accredited childcare/early childhood program that is child focused and, in a child-friendly environment.
- Keep children safe from abuse and neglect.
- Provide support to staff in preparing children to enter kindergarten ready to learn and be successful.
- Use the Ages and Stages or other developmental screening processes to prepare activities and opportunities for individual children to advance in their skill level and language.
- Assure that the services are conducted in accordance with established principles, standards, contract requirements and legal requirements.
- Assure that WHFS assets are safeguarded and used appropriately.
- Assure that services are performed with the goal of attaining the established performance measures per service and in keeping with the goals and objectives of WHFS.
- Be efficient, effective and child oriented.
- Establish and maintain positive working relationships exist with persons served, auditors, contractors, community partners, community leaders and other important WHFS stakeholders.
- Assure that good coordination and effective working relations exist with other WHFS Departments.
- Budget Development
- Staying within teacher/child ratio
- Assist in the inputting of required information for ProCare and ELC database. Such information may include but is not limited to attendance records, school billing, scholarship information and SOS daily meal counts.

Qualifications:

- Minimum education requirement is a bachelor's degree in Early Childhood or a bachelor's degree in a related field. A Florida Child Care Professional Certificate and a FL Director Credential is required.
- Two or more years of childcare center experience preferably as a Lead or VPK teacher
- Thorough knowledge of early childhood curriculum, best practices, parent strengthening skills, child development, child protection, and child welfare issues, support services and community resources.
- Understanding of contract compliance and reporting requirements
- Broad based knowledge of a high-quality childcare program.
- FL State Child Care Law, 65C-22

Skills & Abilities:

- Demonstrate effective human relations abilities.
- Demonstrate ability to exercise sound independent judgment in matters of significance.
- Demonstrate effective planning and supervision skills
- Demonstrate sound fiscal management skills.
- Demonstrate ability to organize, coordinate and facilitate services effectively and efficiently.
- Demonstrate effective oral and written communication skills.
- Demonstrate strong analytical and problem-solving skills.
- Demonstrate strong family service facilitation skills.

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

CC Site Assistant Director (Signature)

Site Director (Signature)

CC Site Assistant Director (Print)

Site Director (Print)