



Assistant Site Director 0-5

Date: 08/18/2017

Reports to: Site Director

Department: Early Childhood Services

Classification: Full-time

Status: Exempt

POSITION SUMMARY:

Assist the Site Director in coaching staff to ensure that the program provides quality and developmentally appropriate services to children and families. Assist the Site Director in maintaining a work climate that nurtures growth, learning, and positive interaction while ensuring that all federal and state regulations are maintained.

ESSENTIAL FUNCTIONS:

- Model best practices for center staff and volunteers
- Carry out all responsibilities in accordance with the policies, procedures, and applicable laws
- Follow the Head Start Performance Standards, KDHE licensing regulations, and established policies and procedures
- Assist the Site Director in leading center staff to recruit, train and schedule parent and community volunteers
- Document volunteer hours to fulfill federal match requirements
- Help facilitate and plan center team meetings, guiding the problem-solving process
- Be an advocate for Head Start children and families
- Model appropriate ways to interact with 0-5-year-old children and their families
- Assist the Director in ensuring completion of data entry for Apricot, meal counts, and attendance
- Complete necessary forms and documentation relevant to program and staff management
- Assist Director in conducting classroom and teacher observations
- Assist in setting a developmentally appropriate classroom based on Head Start Performance Standards-using Creative Curriculum, Second Step, PBS (Positive Behavior Support), and other identified curriculum.
- Work with Lead Teachers to screen and observe the developmental level of each child making appropriate referrals to the local Special Education Co-operative
- Assist team or individuals with the CDA process
- Ability to work unconventional business hours
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse challenging behavior
- Respect and support cultural differences and diverse family structures
- Maintain dependable, punctual attendance, and adhere to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP customers
- Uphold and promote the core values and mission statement of SEK-CAP
- Support management decisions both in actions and words
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

Essential:

- Basic computer skills
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to get along with diverse personalities. Tactful, mature, and flexible
- Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers

- Ability to learn and adapt

Desired:

- Proficient knowledge of local community resources
- Previous supervisory experience

EDUCATION AND QUALIFICATIONS:

- Minimum of Bachelor’s degree in Early Childhood or related field with 15 hours in Early Childhood education, have or obtain education experience requirements for state licensing within 30 days
- Obtain program approval through state licensing
- Obtain First Aid and CPR certification at orientation and keep current.
- Successfully complete a physical exam and TB skin test before beginning employment.
- Submit to and pass standard criminal history check
- Possess current, valid driver’s license and meet agency insurance underwriting guidelines

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to thirty pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date