



Rochester Childfirst Network

SERVING CHILDREN SINCE 1857

Job Description

Job Title: Assistant Director

Reports To: Director of Children's Programs

FLSA Status: Exempt

Summary: The Assistant Director is responsible for ensuring all aspects of compliance, reporting, and accreditation are completed and submitted in a timely fashion, while adhering to all deadlines and requirements. He/she will ensure that all classrooms and staff are in compliance at all times. He/she will ensure all classrooms are staffed based on required ratios. The Assistant Director is also responsible for providing an exceptional customer experience to the children who attend RCN, their parents, their families, and RCN co-workers, vendors, visitors, or members of the public who communicate with the agency through any form of communication, in a pleasing and professional manner. The Assistant Director is responsible for overseeing staff and curriculum for the children's program including infant, toddler, preschool, and school-age. Provide direct supervision and support to teachers and classroom staff. Oversight of the comprehensive Enrollment Process in conjunction with and in the absence of the Enrollment and Parent Engagement Specialist.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Manages all aspects of the children's program related to curriculum and staff, ensuring that Pathways, Quality Stars and Afterschool Works accreditation guidelines are followed with fidelity to create developmentally appropriate learning environments.*
2. Administers directly the infant, toddler, preschool, and school age programs.*
3. Conducts daily OCFS walk through of all classrooms.
4. Direct supervision of the front office Secretary, Enrollment & Parent Engagement Specialist and Substitute Teachers; including oversight of all duties and activities completed by foresaid positions in the absence of the Director of Children's Programs.*
5. Supervises, and evaluates assigned teaching staff for the infant, toddler, and school age classrooms. Schedules and implements monthly assigned classroom team supervision meetings, along with individual supervision as needed.*
6. Conducts quarterly reviews on all supervised childcare staff in conjunction with the Director of Children's Programs*
7. Works in conjunction with the Director of Children's Programs, teaching staff, plans, implements, manages curriculum and classroom environments following Pathways, Quality Stars, and NAEYC developmentally appropriate practices and RCN goals.*
8. Provides training and mentoring to teaching and program staff and encourages their ongoing professional development.*

9. Differentiates professional development based on individual staff needs and according to New York State OCFS regulatory requirements.*
10. Responsible for licensing renewal, working in conjunction with the ED, Director of Special Education, Director of Children's Programs, Director of Facilities and Human Resources Manager to prepare the programs for these visits to ensure successful completion.*
11. Develops positive relationships with parents as partners in the development of their children, including daily parent communication, parent education, and parent-teacher contacts.*
12. Supports teaching staff related to parent concerns, needs, and conflicts to facilitate positive ongoing communication.*
13. Maintains knowledge of and access to various community service agencies that provide support and intervention to children and families.*
14. Supports and approves appropriate substitute coverage/procedures by the main office.*
15. Responsible for being available for backup coverage if needed in classrooms as schedule allows.*
16. Oversees the implementation of the school age summer camp program; including after school and wrap around care by directing the school age staff*.
17. Oversees the School Age Accreditation program and renewal process.*
18. Works in conjunction with Human Resources and the Director of Children's Programs in the hiring process of childcare staff.
19. Networks with other professional organizations related to early childhood education, including universal pre-kindergarten, PK, 292-BABY, ECE Quality Council, RAEYC, and ECDI.*
20. Direct oversight of the medication station including record keeping, audits and OCFS med compliance.*
21. Ensures that offsite meetings do not interfere with the quality of our program.*
22. Acts as a backup health advocate and MAT person.*
23. Consistently execute plans that ensure the company's mission of serving families and children, in alignment with the company values.
24. Develop and maintain good working relationships with state licensing authorities, community contacts and corporate personnel
25. Proactively recognize and respond to parent concerns.
26. Escalate issues to the Director of Children's Programs and Director of Special Education as appropriate.
27. Work with the Human Resources Manager to identify areas of underperformance or policy violation and act accordingly.
28. Create a positive environment that demonstrates respect for all.
29. Work with appropriate staff to aggressively improve areas of concern.
30. Maintain knowledge of and state licensing regulations and accreditation standards in all areas.
31. Develops positive relationships with parents as partners in the development of their children, including daily parent communication, parent education, and parent-teacher contacts.
32. Implement action plans when complaints or violations are noted in collaboration with D of PQ.
33. Ensure that all paperwork and record keeping is completed on time and maintained according to agency standards.
34. Oversight of (accurate and) comprehensive enrollment procedure.
35. Meets daily informally and weekly formally with the E&PES & Secretary to ensure regular, open dialogue regarding all operational aspects. Includes other Directors/Managers in meeting debriefing as needed.
36. Check and respond to emails at a minimum of three times daily
37. Delegation of duties to supervised staff as assigned.

Supervisory Responsibilities:

Directly supervises infant classroom staff, school age staff and front office staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance in conjunction with the Director of Children's Programs; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, accounting software, inventory software, payroll systems, development software, internet software, and database software, but not all are required.

Education/Experience:

Bachelor's degree or Associates degree in early childhood education required by the state education department; and one to two years related experience and/or training in supervision; or equivalent combination of education and experience.

Certificates and Licenses:

MAT

CPR and First Aid

Knowledge, Skills, and Other Abilities:

- Conflict management skills
- Leadership skills
- Relationship building skills
- Time management skills

- Oral and written communication skills
- Professionalism
- Diplomacy
- Budgeting skills
- Planning skills
- Project management skills
- Business analysis skills
- Interpersonal skills
- Knowledge of child development and classroom curriculum

Physical Demands:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), risk of electrical shock, and blood borne pathogens.

The noise level in the work environment is usually moderate.

I have reviewed the above position description with my supervisor and understand this to be a guideline for my current job duties. I understand that management retains the discretion to add or change duties in my position at any time. This position description will be used in evaluating my job performance.

Employee Signature

Date

Supervisor Signature

Date