



## **Job Description**

**Position:** Assistant Site Director  
**Department:** Early Childhood Education  
**Reports to:** Education Site Director  
**Hours:** Full-Time  
**FLSA:** Exempt  
**Reviewed:** 7/22/2016

### **Position Summary:**

The Assistant Site Director will assist the Education Site Director and will share responsibility of overseeing the daily functions of a well-established child care center. The Assistant Director develops and maintains quality standards of early childhood education designed to meet the educational, emotional, physical, and social needs of individual children and the group, and implements The Creative Curriculum.

### **Responsibilities:**

- Supervising all employees and volunteers at the child care center.
- Developing and planning the educational program for the child care center.
- Ensuring the professional growth of education staff.
- Provide administrative coverage to centers
- Actively participating in the recruitment of children to Union Settlement's six child care centers, which includes devising strategies to increase and maintain enrollment throughout the school year.
- Collaborating with the Family Services Department to manage intake and placement of new children at the child care center.
- Collaborating with the Delegate Agency Policy Committee (DAPC) to recruit and interview applicants for open positions at the child care center.

### **Qualifications:**

- Master's Degree in Early Childhood Education.
  - New York State Teacher Certification in B-2, or PreK, K, Grades 1-6 (N-6)
  - At minimum, two years early childhood classroom experience.
  - Strong leadership and training skills.
  - Demonstrated experience in education, budgeting, and program development.
  - Demonstrated experience with ACS rules and regulations, Child Care and Head Start regulations and DOHM compliance
  - Demonstrated knowledge and experience in The Creative Curriculum
  - Demonstrated knowledge of Head Start performance standards.
  - Excellent organizational ability and interpersonal skills.
  - Overall flexibility and ability to work under pressure and meet many deadlines.
  - Excellent computer skills.
  - Bilingual (English/Spanish) preferred, but not required.
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Employee Name

Employee Signature

Date