

Assistant Site Director

Starts at \$25/hour

Full time - Schedule is 5, 8-hour shifts

Reports to - Site Director

The Assistant Site Director works in coordination with the Site Director providing daily oversight for all classrooms at their assigned center. This includes assisting with all aspects of compliance and program regulation, licensing, staffing and professional development, curriculum, quality control, and parent and public relations as well as filling in for classrooms in need of an Early Childhood Teacher. The Assistant Site Director plays an essential administrative role within the center, including managing and updating child files, assisting in the development and implementation of curriculum and assessments, and managing classroom breaks. The Childcare Assistant Director provides program oversight for the Site Director when they are not available. Level 3 Colorado Early Childhood Professional Credential 3.0 and 3 years experience in Early Childhood Education or a related field required. Knowledge of, and experience with, childcare licensing, Creative Curriculum, and Teaching Strategies GOLD preferred. Associate's or Bachelor's in Early Childhood Education or a related field a plus.

Benefits:

- Paid vacation, sick time, and holidays
- Medical, vision, & dental insurance options
- Retirement plan match
- Child Care discount
- Ski Pass at a reduced rate
- Ongoing professional development
- Tuition assistance

Responsibilities include:

Classroom Teaching - 60%

- Teach in-ratio in classrooms as needed.
- Facilitate learning activities and plan classroom environment based on children's interests
- Model responsive interactions with children for other staff members
- Model collaborative teaching and planning for classroom teams
- Observes safety and security procedures, uses equipment and materials safely and reports potentially unsafe conditions

Program Leadership & Administration - 20%

- Ensure compliance with county, state, and federal guidelines
- Work with state agencies to ensure children's wellbeing
- Ensure child files and immunization records are kept up to date and complete
- Assist families in checking in and out via ProCare and CCCAP ATS
- Provide comprehensive program oversight in the absence of the Site Director
- Assist Site Director in oversight and development of the annual budget

- Other duties as assigned

Program Development & Support - 10%

- Assist in managing staff members - mentor, evaluate, set daily break schedules
- Mentor teachers in classroom environment design, curriculum implementation, and classroom schedules & routines
- Assist in planning and organizing staff meetings, in-services, professional development, and appreciation
- Mentor teachers in using Teaching Strategies GOLD to evaluate each child's developmental progress

Communication - 5%

- Oversee monthly classroom newsletters, ensuring updates are sent to families in a timely manner
- Use respectful communication to maintain collaborative relationships with all center families
- Assist Site Director in keeping all families informed about EVCCA & center events, contagious illnesses circulating in the center, and family conference schedules

Equity and Inclusion - 5%

- Model a responsibility to speak about race, dominant culture, and structural racism both inside and outside the organization
- Identify organizational power differentials and effect change by exploring alternative leadership models
- Prioritize an environment where different lived experiences and backgrounds are valued and seen as assets to teams and to the organization

Other duties as assigned

Qualifications:

- Colorado Early Childhood Professional Credential 3.0 level 3 or higher
- 3 + years of experience in Early Childhood Education or related field
- 18 years of age or older
- Current Adult/Pediatric First Aid & CPR/AED certifications
- Ability to pass a background check
- Ability to work cooperatively on diverse teams and with a variety of clients
- Ability to give, accept, and integrate feedback graciously
- Sincere interest and ability to work with children
- Ability to operate computer systems
- Willing and able to complete tasks both independently and collaboratively in a timely and accurate manner
- Skilled at interpersonal communication in a variety of formats
- Ability to communicate effectively with colleagues and provide high-quality customer service to families

Preferred Qualifications:

- Associate's or Bachelor's degree in early childhood education or a related field
- Supervisory experience
- Bilingual or multilingual, Spanish preferred

Work Environment:

This position operates in settings that could include office, working outdoors in heat or cold, and noisy/loud classrooms, among other settings and conditions not specifically described.

Physical Requirements:

- Ability to sit, stand, walk, balance, kneel, and crouch.
- Ability to lift up to 50 lbs., carry up to 30 lbs, bend and stoop.
- Ability to work a varied shift schedule in excess of 10 hours per day.
- Ability to function successfully within environmental conditions inherent to the childcare field. May include, but not limited to: high noise levels; exposure to bodily fluids; exposure to contagious illnesses; multi-tasking; and short turn-around time on assignments.