**Associate Site Director Position Description**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DOH: \_\_\_\_\_\_\_\_\_**

**General Position Functions:** The School-Age Associate Director (AD)is a training position, reserved for those working toward the position of Site Director. It is expected that if, at any time, an AD no longer intends to work toward the Site Director position, they will step out of the position. The AD is responsible for learning and assisting in the general administration and operations of assigned program site(s) according to the Children’s Choice mission, philosophy, and standard of quality. The AD will assist in the development of program activities and environments that are models of quality. The AD will also be the model caregiver, providing supervision and care for school-age children through a caring, positive, authoritative relationship.

**Essential Job Functions:**

**Safety**

* Protects and enhances the health, safety, and security of children.
* Identifies safety hazards, immediately corrects them, and/or reports them to a supervisor.
* May come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, and themselves.
* Assures a safe, fun, and age appropriate environment that enhances the health, safety, and security of children and youth.
* Knows and applies basic first-aid, prepares accident reports in cases of injury.
* Maintains a clean and orderly childcare environment.
* Maintains and stores equipment properly
* Wears appropriate clothing for childcare.

**Child Development**

* Assists children in a way that develops the child’s role, initiative, as well as helping them learn.
* Gears the program to the needs of individual children with concerns for their development, interests, and special needs.
* Supervises children carefully and closely.
* Maintains discipline policies and provides guidance.

**Parent Relationships**

* Interacts with parents and children in a positive way, treating them with dignity and respect.
* Communicates the child’s progress within the program.

**Planning**

* Plans a significant amount of program activities and curriculum designed to facilitate positive development and a sense of community.
* Ensures sufficient materials are on hand for planned activities.
* Implements activities, enrichment clubs, and special events.

**Professional Development**

* Attends required meetings, training events, CQI meetings, conferences, and workshops.
* Maintains required level of training hours and required documentation.
* Maintains a professional attitude and loyalty to the program by supporting Children’s Choice policies and philosophy.

**Staff Relationships**

* Works cooperatively and harmoniously with all staff.
* Performs an equal share of general housekeeping duties.

**Attendance**

* Adheres to regular work, activity, and training schedule.
* Follows proper procedures for calling-in and requesting time off.

**Other Duties:** Please note this job description is not designed to cover or contain a complete listing of activities, duties, or responsibilities that are required of the employee for this job. The Associate Director is expected to perform responsibilities of a caregiver at any Children’s Choice site at the request of the Site Director in staffing emergencies. At any given time, duties, responsibilities, and activities may change, with or without notice.

**Skills/knowledge/Abilities/Attributes**

* Warm and friendly personality.
* Sensitive to the feelings and needs of others.
* Relates well to children.
* Fulfills responsibilities in accordance with the Children’s Choice mission and program goals.
* Excellent leadership and organizational skills.

**Supervisory Responsibilities:**

* Assuring all staff adheres to Children’s Choice policies.
* Keeping staff members happy by providing positive, constructive feedback and support.
* Accepts and performs the responsibilities of Site Director at any Children’s Choice site in the absence of the regular Site Director for as long as is deemed necessary.

**Work Environment**

* The Associate Director works in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once.
* The Associate Director may experience smells associated with toileting and children who are ill.
* Caring for children can be stressful. There may be a number of situations happening at once and the Associate Director must be prepared to handle accidents and emergencies at any given time.

**Physical Demands**

* Must have the physical ability to separate children as needed.
* Should be able to lift a minimum of 25lbs.
* May spend time sitting on the floor or on child-sized furniture.
* Participates in facility housekeeping.
* Must be energetic and willing to switch from a slow to fast pace (and vice-versa) at any given time.

**Travel:** None

**Required Education**

* Bachelor’s Degree in a related field **OR**
* Bachelor’s Degree in an unrelated field + 3 months experience + 3 credit hours in Child/Youth development **OR**
* Associate Degree or 2 years of college + 9 months experience + 3 credit hours in Child/Youth development

**License/Certification/Background Check Clearance**

* Obtain Criminal Records Clearance through ECECD and APS by being fingerprinted prior to starting work.

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**Employee Signature Date**