***Name of Organization***

***Address***

***Phone Number***

***Email***

*(Mission of Organization)*

**Position Title:** Assistant Director/Supervisor

**Responsible To:**

**Purpose of Position:**

Under the supervision of the Director/Supervisor, this position oversees the operations of all the *(name of organization)* day-to-day operations.

**Supervision of:**

Lead Teachers, Assistant Teachers, Part-Time Staff, Substitutes, Volunteers, Cooks, and Custodial personnel

**Qualifications:**

Required Education, Certifications, Experience and continued Professional Development:

* (See North Dakota Early Childhood Services Rule for minimum qualifications)
* CPR Certification for Adult, Child, and Infant with AED certification
* First Aid Certification.
* Getting Started
* SIDS

**Duties and Responsibilities:**

*Skills*

* Positive, effective, calm and professional communication- verbally and written - with staff members, children and parents - tailoring the communication style to the appropriate audience
* The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
* Excellent customer service skills
* The ability to attract, retain, lead and motivate quality staff
* Self-motivated
* Resourceful
* Attention to detail
* Time management skills
* Maintain confidential information
* Manage multiple projects at one time
* Positively facilitate change
* Confidence to handle difficult situations
* Make independent decisions
* Experience in supervising staff
* Proficient use of computers with working knowledge of Microsoft Word, Excel and Outlook
* Grant Writing

*Responsibilities- Assist Director with:*

* Implementation and supervision of the day-to-day operations
* Maintains program spaces in a stimulating, developmentally appropriate and orderly manner
* Purchase program supplies, equipment and materials
* Operates program in conformity to state/county licensing and agency regulations
* Maintains and monitors program enrollments
* Conducts program tours and periodic open houses events as scheduled
* Maintains accurate and complete records requires by state/county licensing, food programs, and Child Care Assistance
* Participates in the writing of and operates with the programs’ annual budget
* Develops and implements an age appropriate program curriculum
* Plans and conducts parent involvement events
* Provide coverage within classrooms as needed to be in ratio
* Takes an active role in planning program promotion and publicity
* Providing feedback, coaching, guidance and support
* Creation and maintenance of communication platforms

*Supervisory Duties:*

* Implements and maintains the mission of *(insert name of facility)*
* Interviews and trains new staff
* Reviews work time of staff for accuracy and submits to payroll by deadline
* Provides comprehensive Annual Performance Reviews to staff by deadline
* Provides feedback and performance improvement guidelines to staff as needed
* Maintains confidentiality
* Assures required licensure of staff is up to date
* Attends regular staff meeting
* Has positive, open communication with staff and serves as a resource to them
* Assures the coordination and maintenance of staff schedules
* Oversees the completion and documentation of required staff professional development

*Other:*

* Works appropriate hours to get work completed accurately and timely
* Maintains a neat and clean work area, free of hazards
* Other duties upon request by immediate supervisor

*Physical Requirements:*

* Can lift up to 40 lbs.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer

**Acknowledgement for receipt of Job Description:**

I understand that the above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel. I have received a copy of the job description and have read and understand its contents and by signing below am stating that I can perform this position with/without accommodations. If I feel that I need accommodations – I have discussed information regarding this.

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Employees Name (please print)

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Employee Signature Date Signed