***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

***Name of Organization***

***Address***

***Phone Number***

***Email***

*(Mission of Organization)*

**Position Title:** Director/Supervisor

**Responsible To:**

**Purpose of Position:**

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

**Supervision of:**

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

**Qualifications:**

Required Education, Certifications, Experience and continual 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.
* Experience in effectively creating and managing a budget.
* Grant Writing
* Policy Development

*Responsibilities*

* Oversees *(name of facility)* and assures that the following requirements are being met
	+ Provide planning, implementation and appropriate supervision.
	+ Program spaces are stimulating and orderly.
	+ Purchases appropriate program supplies, equipment, and materials.
	+ Operating program in compliance to state/county licensing and agency regulations.
	+ Program enrollment at appropriate levels.
	+ Conducts program tours and periodic open house events to the public.
	+ Maintains accurate and complete records required by state/county licensing, food program, and Child Care Assistance.
	+ Has established emergency procedures that meet or exceed all safety and licensing standards.
	+ Planning and conducting parent involvement events.
* Researches and develops high quality, developmentally appropriate program curriculum and make necessary changes.
* Maintains all *(name of facility)* handbooks and policies.
* Takes active role in planning program promotion and publicity.
* Develops and maintains relationships with state childcare licensing agency, school administration, parent groups, Child Care Aware of ND, and other agencies.
* Responds to all agency, parent and community inquiries and complaints in a timely manner.
* Insures grant funded programs meet outcome goals and grant requirements.
* Providing feedback, coaching, guidance and support
* Determine yearly tuition rates and other income resources
* Oversees and creates operating budget
* Provide coverage within classrooms as needed to be in ratio
* Creation and maintenance of communication platforms

*Supervisory Duties:*

* Creation and implementation of (*insert facility name*) mission statement
* Interviews, hires 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 and facility is up to date.
* Completes payroll forms for new hires, pay increases, terminations etc.
* Coordinates 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.

*Financial Administration:*

* Completes tuition invoices for parents/guardians in a timely and accurate manner.
* Collect tuition fees from parents/guardians in a timely and accurate manner.
* Develops, manages and controls the budget. Ensures that the program operates within budget.
* Complete Child Care assistant forms monthly.
* Complete all Food Program forms monthly.

*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:**

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Employees Name (please print)

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Employee Signature Date Signed