



Assistant Director – Children’s Programs

Definition and Purpose

Under the direct supervision of the Director – Children’s Programs, the Assistant Director- Children’s Programs is responsible for the programmatic operations of the Orfalea Family and ASI Children’s Center, including coordinating the training and development of teaching staff, new hire onboarding, management of parent engagement activities, oversight of Children’s Center volunteers, as well as management of classroom curriculum inventory. Certain non-specialized Assistant Director duties and assignments are fluid and are periodically reviewed and revised based on program philosophy, professional development, and staff needs.

Additionally, all ASI employees are responsible for upholding the core values of the organization including but not limited to exhibiting professional behavior, acting as a role model to others, displaying a positive and cooperative attitude, communicating effectively, developing expert knowledge in area of specialization, and working together as a team.

Educational and Qualifying Experience, Skills, Licenses, Credentials

Educational/License/Credential Requirements

- Graduation from a four-year college or university in Child Development, Early Childhood Education, or related field
- Master’s degree preferred (4 years applicable experience may be substituted for educational requirement).
- Maintain a California Child Development Site Supervisor permit.
- Current American Red Cross certification in the following: Adult and Pediatric CPR, First Aid, and AED.
- Fifteen (15) hours of Health and Safety Training.
- Must pass tuberculosis test, physical examination, and fingerprint clearance through Department of Justice.

Experience Requirements

- Minimum five (5) years of experience that demonstrates the ability to perform the essential functions of the job.
- Minimum three (3) years’ experience working in a classroom setting, preferably with both infants and toddlers and preschool aged children.
- Experience in budgeting and fiscal management.
- Supervisory experience required.

Knowledge/Skill Requirements

- Working knowledge of correct English grammar, spelling, and punctuation.
- General knowledge of office methods, equipment, procedures, and practices.
- Knowledge of Windows-based computer systems.
- Ability to effectively communicate both orally and written.
- Ability to communicate with parents and respond to their concerns.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere.
- Ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds, specific needs, or limitations.
- Demonstrated skills in group supervision/leadership
- Excellent organizational skills and the ability to coordinate multiple projects and meet deadlines.
- Working knowledge of safety standards and procedures
- Demonstrated ability to adapt to organizational, procedural, policy, and technological changes.
- In-depth knowledge of early childhood education, child development, and the educational theories that support learning for young children.
- Demonstrated skill in Developmentally Appropriate Practices and the creation of curriculum for young children.

Supervisory Responsibilities

- Directly supervise the Head Teachers, Children's Center Student Assistants, Children's Center Interns, and volunteers.
- Plan and facilitate meetings, conduct performance evaluations, establish goals, and monitor day-to-day operations.

Essential Duties and Responsibilities

Personnel and Administration

- Ensure compliance with all ASI, state, and federal laws.
- Assume Director's responsibilities in the absence of the Director - Children's Programs.
- Serve as the Assistant Building Emergency Response Coordinator (Assistant BEREC) for the Children's Center and respond as directed by the Emergency Operations Center (EOC) team.

Student Employee Management

- Coordinate Children's Center orientation for all new Children's Center student employees.
- Schedule Children's Center Student Assistants in the classroom.
- Receive absence notifications and find substitute employees to ensure appropriate coverage in all classrooms.
- Develop and maintain the Student Staff Handbook.

Staff Training and Development

- Manage new hire onboarding for Head Teachers and Teachers.
- Develop and conduct employee staff meetings.
- Develop and conduct training, mentoring, and professional development opportunities for full-time staff.
- Collaborate with Director - Children's Programs on the allocation of funds for professional development requests.
- Assist with classroom Title 5 health and safety regulations.
- Assist in the assessment of developmental progress and needs of children.
- Create and update full-time and student training documents.
- Assist Head Teachers in planning quarterly student staff meetings.

Parental Communication and Management

- Assist with the development and implementation of parent engagement activities.
- Assist teaching staff in the management of parent communications.
- Be a staff liaison within the Parent Advisory Council.

Classroom Support

- Conduct on the floor training and observations within the classroom.
- Collaborate with Director - Children's Programs on the philosophical needs of the program.
- Manage the use of learning genie and Desired Results Developmental Profile (DRDP) online.
- Implement the use of the Environmental Rating Scale (ERS) and CLASS.
- Support teaching staff in the creation and implementation of developmentally appropriate curriculum and classroom environments.
- Assist in developing quarterly classroom goals and objectives.

Assessment

- Develop and execute assessment of programs and/or services for areas of responsibility including but not limited to setting and implementing goals, evaluating outcomes and ongoing enhancement.
- Participate in the overall ASI assessment planning and goal setting.

Diversity and Inclusion

- Recommend and support practices intended to eliminate racial, gender, or any other form of bias in processes, policies, and procedures.
- Demonstrate awareness of one's own biases, comfort levels, and various aspects of diversity, equity, and inclusion (DEI).
- Demonstrate effort to understand each person's individual and collective role in creating inclusive environments.
- Commit to continuous learning/improvement in DEI and cultural competence.
- Practice inclusive leadership, by valuing and involving all members of the group for their unique contributions, while identifying and addressing barriers to social justice and inclusion within their department.

Other Duties and Responsibilities

- Represent ASI on committees as appropriate.
- Ensure continuous professional development.
- Actively participate in core staff meetings; share ideas and provide feedback in group discussions.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in ASI policy as a condition of their employment.
- Other duties as assigned.

Background Check

This position is subject to a background check (including criminal records) as well as National Address Locator (Social Security Number [SSN] Trace), 7-year County Criminal Search in each county and/or state the applicant lived in based on the SSN Trace, National Criminal Database Search, Name Search, Employment Verification (All employers in past 7 years) and Education Verification (Highest Degree). Credit Reports, Motor Vehicle Record Check and Professional License Verification may also be required based upon the essential functions of the position.

Salary Schedule

- Starting Annual Salary: \$89,446.00
- Annual Salary Range: \$89,446.00 - \$143,113.60
- Premium Overtime: No
- Shift Differential: No
- Exempt

Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long Term Disability Insurance
- Public Employees' Retirement System (CalPERS)
- Social Security (FICA)
- Paid State Holidays
- Vacation Time
- Sick Leave
- Personal Holiday
- Birthday Holiday
- Worker's Compensation Insurance
- Unemployment Insurance

Date of Last Equity Review: September 2024

Date revised: 12/13/2024

Learn more and apply at Work for ASI: <https://www.asi.calpoly.edu/discover-asi/work-for-asi/>