

CITY OF EMERYVILLE/MESA

Created: March 2016
FLSA: Exempt
Job Code: 1122

CHILD DEVELOPMENT CENTER ASSISTANT MANAGER

DEFINITION

Under direction of the Child Development Center Manager, provides the day-to-day operational and staff supervision, primary accountability for staff development and assessment, mentors and coaches classroom teachers, provides professional support for the delivery of a quality child development program, and performs other duties as assigned.

CLASS CHARACTERISTICS

The Child Development Center Assistant Manager is distinguished from the class of Lead Teacher by its managerial responsibility of the classroom teachers, administrative and technical staff in the Center. This class is further distinguished from the Child Development Center Manager, as the latter has overall operational responsibility for the Child Development Center division, which includes overall management of staff, financial management and control, statutory reporting and auditing, and maintenance of operation of the facility.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Serves as professional development/growth advisor to Center staff, based on classroom observations and assessments,

Develops individualized skills development plans and provides guidance to staff in accomplishing the professional growth needs

Provides guidance and supervision of teaching and other support staff as required Oversees the Center's curriculum development efforts, supporting teachers in the development of responsive and age-appropriate lesson plan design and delivery

Leads annual Center assessment process, coordinates staff self-assessments, and quality assurance assessments (reflective supervision), to gauge progress towards meeting Center's quality standards

Provides oversight in the planning and/or delivers training workshops to enhance staff knowledge and skills in early childhood development

Works with teachers to further skills to develop and delivery behavioral intervention plans, and mentors staff in communicating plans to parents/family members

Ensures compliance with State licensing, Federal requirements, and contract requirements

Makes recommendations on staffing levels, program and expenditures, and oversees the maintenance of inventory documents

Interviews, hiring, training, evaluating, and mentoring staff

Monitors parent involvement through individual and group contacts and meetings

Develops performance criteria, prepares performance evaluations, and develops performance improvement plans where performance deficiencies exist

In the absence of the Center Manager, provides managerial oversight of the Center and all staff

QUALIFICATIONS

Knowledge of County and State regulations pertaining to early childhood and pre-school programs; principles and practices of organization, management, supervision and professional development; basic principles and practices of community organizations; public contact and community relations; full range of computer software in Microsoft Office Programs; resource development and grant writing; legislative appropriations, donations, sponsorships and in-kind services for programs; monitoring and evaluating programs and reporting outcomes both qualitatively and quantitatively; and the political acumen to develop and maintain community relationships, build partnerships and advocate for the Division and Department.

Ability to plan, organize, direct and evaluate an early childhood program; supervise, lead, evaluate and train assigned staff; assess family and childcare needs; establish and maintain effective relationships with staff, teachers, parents and children, and as well as other City departments and management; develop and maintain community relationships, build partnerships and to advocate for the Division and Department; work independently and set priorities; handle competing priorities and demands; stimulate creativity and execute change as needed; analyze, formulate and implement departmental budget; prepare and analyze complex reports of a general or technical nature; communicate effectively with an economically, ethnically, and racially diverse population; communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Possession of a Baccalaureate Degree from an accredited college or university in Early Childhood Development or related field with 12 semester units of Early Childhood Education or Child Development course work and three (3) units supervised field experience in an early childhood education setting.

Experience: Three (3) years of full time or equivalent experience as a Child Development Center Supervisor in a child development program, and three (3) years full-time experience as a

Teacher in a pre-school or child development program that includes children from birth to five years of age.

Certificate Required: Possession of a Child Development Site Supervisor Permit issued by the State of California or official written verification that all requirements for the permit have been completed and application has been made to the State. Employment will require mandatory maintenance of the permit by taking continuing education courses as specified by the State for its renewal. Applicants will qualify for the permit under the following listed options. A Director's Permit or California Administrative Services Credential are highly desirable.

Special Requirements:

Ability to meet such standards as may be required by the California Department of Education Title V, and California Department of Social Services Title XXII regulations dealing with pre-school and child development programs. Note: As required by law, all appointees to this class must successfully pass fingerprint and tuberculosis clearances and a current physical examination.

License Required: Possession of a valid California Vehicle Operator License