



# Playmates Preschools & Child Development Centers, Inc.

Kenova  
304-453-4858

Lavalette  
304-523-4858

Huntington  
304-522-4858

Buffalo  
304-429-3988

Westmoreland  
304-429-4851

Ceredo  
304-908-3368

Ceredo Pre-K  
304-453-5998

Westmoreland Pre-k  
304-781-0053

**POSITION TITLE:** Assistant Site Director

**REPORTS TO:** Site Director

**FSLA: Non-Exempt**

## **JOB SUMMARY:**

Under the guidance of the Site Director, the Assistant Director is responsible for the overall administration and day-to-day operation of all agency programs within his/her site. The Assistant Director supervises a staff consisting of lead teachers, childcare associates, aides, and volunteers. The Assistant Director trains staff and implements a developmentally appropriate program for the children served. The Assistant Director interacts with the children, their parents or guardians, their peers within the agency, and external agency personnel. The Assistant Director, to extent feasible, ensures full utilizations of the Center serving up to the maximum capacity of the center.

## **ESSENTIAL DUTIES:**

- Designs and implements an appropriate and safe environment for the children.
- Directs staff and volunteer workers as to their duties, responsibilities, and time schedules.
- Pursues strategies for full utilization of the Centers resources.
- Utilizes computer software to prepare various records, time sheets, fiscal reports, and other data essential to operation of the center.
- Assists and supports the children regarding their physical, emotional, social, aesthetic, and cognitive development and well-being.
- Interacts with parents/guardians in resolving problems and makes good faith effort to meet any particular need that may arise. Strives for on-going, positive parental involvement.
- Plans and conducts effective staff meetings, emphasizing two-way communication.

## **OTHER DUTIES:**

- Provides children with a predictable daily routine that allows choices for the children to work both independently and in small groups.
- Dialogues with the children on an appropriate level and assists school-aged children with their homework.
- Complies with policies and procedures of Playmates Pre-School and Child Development Centers, Inc.
- Protects the confidentiality of private employee and customer information.
- Performs other duties as assigned by supervisor.

## **POSITION QUALIFICATIONS:**

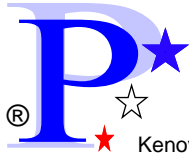
- Associate's Degree in Education, Business or related field and 2 years of relevant experience.
- Bachelor's Degree is preferred.

*Serving Families in Cabell and Wayne Counties for Over 25 Years*

Administrative Office Phone (304) 429-4934 Fax (304) 429-3281

Email: [jbarkerplaymates@aol.com](mailto:jbarkerplaymates@aol.com)

September 1, 2013



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- Management experience is preferred.
- Experience in an educational setting is preferred.
- Ability to work well with others.
- Ability to follow directions well.
- Computer skills.
- Philosophy compatible with the Playmates concept.

## PERFORMANCE RESPONSIBILITIES AND STANDARDS:

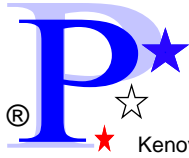
1. Designs and implements an appropriate and safe environment for the children.
  - A. Ensures the safe and successful operation of the Center, including the maintenance of proper staff/child ratios and a drug free environment.
  - B. Protects children from abuse or neglect, while maintaining respect for self, staff, volunteers, and students.
  - C. Insures that the Center meets all local, state, and federal licensing requirements.
  - D. Makes known, follows and enforces regulations and standards of care for the children as described in the childcare regulations of West Virginia.
2. Directs staff and volunteer workers as to their duties, responsibilities, and time schedules.
  - A. Develops and implements a staff training program.
  - B. Coaches staff in conducting effective indoor/outdoor play and other developmentally appropriate programs, child guidance and assessment to fulfill the children's individual needs.
  - C. Plans and conducts effective staff meetings, emphasizing two-way communication.
  - D. Addresses staff and/or volunteer complaints in an appropriate and timely fashion.
3. Pursues strategies for full utilization of the Centers resources.
  - A. Administers the registration procedure, collects and maintains record of fees paid.
  - B. Pursue external funding opportunities for the Center.
  - C. Coordinates with external agencies to insure the Center is eligible to participate in all local, state, and federal childcare assistance programs.
4. Utilizes computer software to prepare various records, time sheets, fiscal reports, and other data essential to operation of the center.
  - A. Creates and submits all reports requested by management in a timely fashion
  - B. Maintains accurate records of all Center financial and operational activities
5. Assists and supports the children regarding their physical, emotional, social, aesthetic, and cognitive development and well-being.
  - A. Stays current on the latest research involving child development issues.
  - B. Supports and enforces best practices in all Center activities.
  - C. Models best practice processes throughout the Center.

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6. Interacts with parents/guardians in resolving problems and makes good faith effort to meet any particular need that may arise. Strives for on-going, positive parental involvement.
  - A. Models the customer service practices promoted by Playmates.
  - B. Maintains an open door policy for parents, children, staff, and external stakeholders.
  - C. Responds to parent complaints in a timely and appropriate fashion.
  - D. Ensures Site Director is aware of all customer complaints in a timely fashion.

## ENTRY LEVEL COMPETENCIES:

1. Demonstrates an ability to lead people.
2. Demonstrates an understanding of the various regulatory guidelines (ethical, confidentiality, legal requirements, etc).
3. Demonstrates ability to utilize various computer software systems, i.e. Microsoft Word, Excel, and ProCare.
4. Illustrates effective use of time management and organization skills to perform multiple tasks.
5. Demonstrates exceptional people skills.

## PERFORMANCE APPRAISAL:

The evaluation of the competencies will be referred to in the performance evaluation that occurs on the anniversary of the employee's hire date.

**JOB TITLE: ASSISTANT SITE DIRECTOR**

## PHYSICAL AND MENTAL ACTIVITY REQUIREMENTS

ACTIVITY	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
WALKING			X	
LIFTING			X	
PUSH/PULL			X	
STANDING			X	
SITTING				X
STOOPING			X	
READING			X	
WRITING			X	
DRIVING		X		
TYPE/KEYBOARD				X
IRREGULAR SCHEDULE		X		
OVERNIGHT TRAVEL	X			



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## WORKING ENVIRONMENT

CONDITIONS	RARE	OCCASIONAL (25%)	FREQUENT (50%)	CONTINUOUS (75%)
QUIET		X		
NOISE		X		
DUST/DIRT	X			
POOR	X			
VENTILATION				
HEAT	X			
EXPOSED TO	X			
DISEASE				
ELECTRICAL	X			
HAZARDS				
ON CALL	X			

**I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION FOR ASSISTANT SITE DIRECTOR AND AGREE TO FULFILL THE POSITION'S RESPONSIBILITIES TO MEET THE DEFINED STANDARDS.**

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR NAME \_\_\_\_\_ DATE \_\_\_\_\_