



City of Larkspur

ASSISTANT DIRECTOR - TCCC

DEFINITION

Under general direction, the Assistant Director of the Twin Cities Child Care Center (the Center) develops and oversees programs and provides administrative services to provide childcare services for the community of Larkspur.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position supporting the Program Director. The incumbent is expected to provide program development, leadership and administrative services for the childcare and Pre-K programs.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Director of the Child Care Center. There are no direct reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following:)*

- Develop, implement and evaluate childcare and enrichment programs
- Communicate with parents in person, by phone and email
- Collect and record fees and registration forms
- Oversee and lead children's programs
- Transport participants in van during field trips
- Provide leadership and guidance to Center staff
- Report any issue regarding safety and quality of the program to Director
- Assist Director in recruiting, orienting, and training staff
- Answer phone and responds to email inquiries
- Coordinate events
- Resolve conflicts with participants, parents, and staff
- Participate in recommended training programs

REQUIREMENTS

Knowledge of

- Knowledge of standard office practices and procedures, including records management and the operations of standard office equipment
- Knowledge of applicable federal, state, and local laws, codes, rules, and regulations, pertaining to childcare centers
- General knowledge of organizational policies and procedures as they relate to operating a community childcare program
- Knowledge of service needs and issues and the general culture of Larkspur
- Knowledge of current trends in providing community childcare
- Comprehensive knowledge of current best practices in the childcare programs, and of methods for operating childcare and recreation programs
- Knowledge of program planning and evaluation techniques

- Knowledge of computer applications related to the work, including familiarity with PowerPoint software

Skill and Ability to

- Ability to develop and maintain recordkeeping systems and procedures
- Ability to represent the Center when meeting with representatives from other agencies, parents and consultants
- Ability to learn and utilize new technology
- Ability to apply knowledge of Early Childhood Education and development to the delivery of childcare programs.
- Ability to oversee, lead, evaluate and train staff
- Ability to establish and maintain cooperative working relationships
- Ability to understand and apply policies and procedures, and adhere to program standards and objectives
- Skill in organizing resources and establishing priorities
- Skill in understanding and applying legislation and regulations affecting operation of the Center.
- Skill in exercising sound independent judgment
- Ability to speak and write effectively, adjusting style, method, and information as appropriate for the knowledge base of the target audience

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to childcare and Pre-K programming to demonstrate the knowledge and skills listed and to perform the essential duties is required. Some typical patterns of education and experience that meet the required qualifications are:

- 15 units of college coursework in Early Childhood Education with 3 units of college coursework in Administration; and 4 years experience in childcare program development and delivery
- Possession of an Associate's degree in Early Childhood Education; and 2 years experience in childcare program development and delivery
- Possession of a Bachelor's degree in degree in Early Childhood Education and 1 year experience in childcare program development and delivery

In addition, experience training staff or volunteers is highly desirable.

In addition, qualified candidates must:

- Possess a valid California Class B Driver's License and good DMV record
- Possess valid CPR and First Aid Certificates within three months of appointment
- Pass a fingerprint screening and background check
- Pass a physical exam and show proof of T.B. clearance within the last two years
- Show proof of citizenship or eligibility to work in the United States

PHYSICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities.

- The employee will occasionally be required to climb or balance or crawl.
- While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- The employee drives a City vehicle and transports children.
- The noise level in the work environment is occasionally loud.
- Position requires working split shifts when needed
- Hours of employment are determined by the enrollment needs of the Center
- Vacation leave is scheduled during summer only with the exception of school breaks.

OTHER

FLSA Status: Non-exempt
Bargaining Unit: Larkspur Miscellaneous Employees Association
Approved by: City Manager Dan Schwarz
Date: November 13, 2012