

Stepping Stones Assistant Director Job Description

ABOUT:

ORGANIZATION:

FRIENDS OF SWITCHPOINT IS A NON-PROFIT ORGANIZATION THAT HAS BEEN SERVING THOSE INDIVIDUALS, FAMILIES AND VETERANS IN WASHINGTON COUNTY WHO ARE EXPERIENCING POVERTY AND HOMELESSNESS SINCE 2014.

OUR MISSION: TO EMPOWER FAMILIES AND INDIVIDUALS IN NEED BY ADDRESSING THE UNDERLYING CAUSES OF THEIR POVERTY AND PROVIDING EACH CLIENT WITH A PERSONALIZED, COMPREHENSIVE PLAN THAT SUPPORTS THEM ON THEIR JOURNEY TO SELF-SUFFICIENCY AND THE OPPORTUNITY TO CONTRIBUTE TO THE COMMUNITY.

OUR VISION: WE BELIEVE EACH INDIVIDUAL HAS WORTH AND VALUE. CHANGE OCCURS WHEN PEOPLE ARE TREATED WITH RESPECT AND DIGNITY, EMPOWERED WITH SKILLS AND RESOURCES TO BETTER THEIR CIRCUMSTANCE.

GUIDING PRINCIPLES:

GOLDEN RULE: TO TREAT ALL PEOPLE AS WE OURSELVES WOULD WISH TO BE TREATED.

KINDNESS: TO DEMONSTRATE COMPASSION AND RESPECT FOR ALL PEOPLE.

POSITIVE INFLUENCE: TO JUDGE OUR EFFECTIVENESS BY THE EXTENT TO WHICH INDIVIDUAL LIVES ARE SAVED AND IMPROVED BY THE POSITIVE EXPERIENCE OF THE PEOPLE WE INFLUENCE.

LEADERSHIP: TO LEAD BY EXAMPLE, DEVELOPING, PROMOTING, AND SHARING NEW IDEAS AND PROGRAMS TO HELP THOSE EXPERIENCING HOMELESSNESS.

AUTHENTICITY: TO DO WHAT WE SAY WE DO.

TRANSPARENCY: TO BE OPEN AND HONEST IN OUR RELATIONSHIPS.

OUR MOTTO: IT TAKES ALL OF US TO END HOMELESSNESS.

STEPPING STONES CHILD CARE CENTER IS AN INNOVATIVE CHILD DEVELOPMENT CENTER THAT PROVIDES EARLY CHILDHOOD CARE AND EDUCATION TO CHILDREN AND FAMILIES AGES BIRTH-TWELVE. OUR CENTER OPERATES 24/7 TO ACCOMMODATE ALL SCHEDULES FOR WORKING FAMILIES. WE STRIVE TO CREATE A WARM, SAFE, NURTURING, AND HIGH-QUALITY ENVIRONMENT FOR CHILDREN IN OUR CARE.

ROLE AND RESPONSIBILITIES

SWITCHPOINT'S STEPPING STONES CHILD CARE CENTER IS SEEKING A DYNAMIC ASSISTANT DIRECTOR

- Act as the Director Designee in the absence of the Director, know and understand any applicable rules and laws under Child Care Licensing.
- The Assistant Director must be kind, patient, caring, well-organized, detail oriented, flexible, trustworthy, responsible, and must be a strong leader, with the ability to manage a diverse group of children. Must demonstrate effective interpersonal and communication skills, as well as the ability to act as a professional as you will be interacting with both parents and children daily.
- Assist in the process of the center obtaining the Utah Child Care Quality System rating.
- Must be willing to work a flexible schedule. Our program operates 24 hours a day, 7 days a week.
- Other tasks and duties as assigned.
- **Office Responsibilities:**
The Assistant Director will assist the Director in office tasks including data entry, ongoing monitoring and tracking of immunization records, payments, enrollment forms, attendance, staff scheduling, review time off requests, CACFP (Food Program paperwork), training and managing staff, working with parents and interacting with children. Support the Director with hiring new staff, providing training, and ongoing monitoring of staff members to ensure they are accurately performing assigned duties and responsibilities.
- **Daily Responsibilities:**
Assist in building and maintaining enrollment at the Stepping Stones center by responding to parent inquiries, giving tours, hosting open houses, advertising and any other applicable marketing initiatives. Work with the director in maintaining a budget for the facility and purchase necessary supplies.

Provide classroom support and coverage as needed. Model and support staff in implementation of child development, developmentally appropriate practices, and positive guidance techniques.

- **Ongoing Monitoring and Compliance:**

The Assistant Director will help to ensure that the center is running smoothly by assisting in ensuring that the center is a safe and healthy place for children in care, and adherence to proper state codes and Utah Child Care Licensing rules and regulations.

The Assistant Director will work with the Director to make sure all children have proper paperwork on file, including their health information, allergies, details of any medical conditions, and authorization forms from the parents stating who is allowed to pick the child up from the facility.

Assist in reviewing child care subsidies, tuition payments, and schedules of enrolled families.

Provide ongoing communication with families including contact with parents, making yourself readily available to listen to their comments and concerns, and keeping them informed on new developments.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Early childhood care and education experience with children ages birth to twelve.
 - Comply with local, state, and federal laws governing child care.
 - Excellent written and verbal communication skills.
 - Strong leadership and interpersonal skills.
 - Excellent organizational, problem-solving, and time-management skills.
 - Friendly and approachable demeanor.
 - Maintain a professional appearance, attitude, and work ethic always.
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- An associate degree, CDA (Child Development Associate), or higher education degree in a related field (child development, early childhood education, family studies, psychology) and at least 30 clock hours of approved Utah Early Childhood Career Ladder courses in child development, social and emotional development, and childcare environments.
 - 2-3 years' experience in the field of early childhood care and education as a lead teacher and/or administrative experience as an assistant director.
 - Must be at least 21 years old.
 - Must pass a Utah Child Care Licensing Background Check.
 - Obtain required training upon hire per Utah Child Care Licensing: Preservice training that consists of 2.5 hours of training before assuming assistant director duties.
 - Complete 20 Hours of annual training or at least 1-1/2 hours of childcare training including Utah Child Care Licensing topics, career ladder courses on: child development, ages and stages administration, director's toolbox endorsement, working with families, culturally and linguistically appropriate practices to meet the developmental needs of children and understanding appropriate practices to engage with families.
 - Complete Utah Child Care Licensing *New Directors Training* within 60 days of hire.
 - Complete and maintain current CPR/First Aid and Food Handlers Permit certifications.

PREFERRED SKILLS

Previous experience in an early childhood and care setting.

Leadership and management skills.

The ability to work as a systems thinker as well as the ability to work as part of a team.

Previous knowledge of Utah Child Care Licensing rules and regulations.

Previous experience working with at risk children and families preferred.

ADDITIONAL NOTES

Benefits include health, dental, vision, life, and disability insurances

I.R.A. with 3% match

Paid Time Off