



Assistant Director of Childcare Services

As an affiliate of an international membership organization, the YWCA Sonoma County has devoted the past 40 years to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

Position:	Assistant Director of Child Care Services	Wage:	\$64,480-\$72,800
Department:	Child Care Services	Pay Basis:	Salary
Reports To:	Director of Childcare Services	FLSA Status:	Exempt
Hours/Week:	Full-Time	Benefits:	Eligible at 1.0 (full benefits)

Position Summary

The Assistant Director of Childcare Services is responsible for supporting the successful management of all aspects of the Preschool Child Development Center Based Programs. In collaboration with the Director of Childcare Services, the Assistant Director oversees department staff supervision and training, as well as program development, implementation, planning, and evaluation. Key to this position is the delivery of high-quality preschool and child development to children served in the YWCA centers, based on the guidelines and requirements of the California department of Education, Early Learning and Care Division.

Distinguishing Characteristics:

Essential Tasks:

- With the Director of Childcare Services, ensure compliance with all program regulations and funding terms and conditions, including audit/review regulations and guidelines. Be available to substitute at all childcare sites, as needed.
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- Responsible for scheduling staff as needed for maintaining classroom ration.
- Assist the Director of Childcare Services in coordinating and ensuring timely submission of department program reports to CA Early Learning and Care Division and other funders.
- Train and oversee staff using Desired Results Development Profile assessments and submit to the CDE as required.
- In collaboration with the Director of Childcare Services, develop department administrative materials, policies, and procedures in alignment with agency goals and policies.
- Support the supervision, planning, and implementation of a developmentally appropriate program curriculum to encourage individual children's growth and needs for success in kindergarten.
- Act as a resource person to program staff in the areas of curriculum development, child assessments, staff development, and parent education.
- Over-see the development and implementation of annual program self-evaluation and quality assurance monitoring.
- Collaboratively work with leadership staff and center programs to outreach for clients, develop center reputations, and educate the community about the importance of early care and education.
- In collaboration with the Director of Childcare Services, assist in the preparation, implementation, and evaluation of annual department goals and objectives with department staff.
- Perform other functions as related to department or agency operations as requested.
- Provide and ensure excellent leadership in the department, including but not limited to, having a friendly and approachable tone of voice and body language, returning phone calls within twenty-four hours of receipt of the call, and maintaining positive, respectful interactions with others.

Supervision:

- Directly supervise the Site Supervisors at all childcare locations.
- Provide coaching, guidance, and support to Site Supervisors in the areas of staff performance, center management, and program outreach.
- Ensure that ongoing and appropriate staff training and development are provided.
- Lead, organize and/or participate in center staff meetings and scheduled trainings.

Represent YWCA in the Community:

- Serve as a resource person or consultant to staff and the community.
- Act as a liaison to local and statewide community groups and agencies as requested.
- Assist with agency educational efforts on policies and legislation affecting children and their families.
- Coordinate as appropriate and represent YWCA Sonoma County at community outreach events as requested by the Chief Executive Officer.

Organizational Culture

A commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Key Behavioral Traits

The consistent display of these behaviors is essential to continued employment:

- **Professionalism:** Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.
- **Good Judgment:** Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and common sense.
- **Problem Solving:** Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicates appropriately before implementing changes.

Skills and Qualifications

- BA or higher in Early Childhood Administration or related field.
- Child Development Center Program Director Permit or other acceptable alternative degree or experience. Site Supervisor permit with intent to obtain Program Director Permit
- Minimum five years administrative and supervisory experience, including budget oversight.
- Knowledge of current trends in parenting, childcare and child development (ERS, QRIS, DRDP, ASQ).
- Strong leadership and people skills with ability to hire, train, coach, and motivate staff.
- Excellent verbal and written communication skills and ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Effective writing skills, including proposals and reports.
- Strong organizational skills and high level of attention to detail.
- Demonstrated proficiency with computer technology, tablets, Microsoft Office Programs, internet, and data analysis.
- Bilingual (strongly desired)
- Valid California driver's license and insured automobile.
- Must meet all relevant funding and licensing requirements (CA CCL, Title 22, Title 5).
- Health clearance by physician and TB testing; ability to fulfill physical requirements of the job including: lifting up to 50 pounds; range of movement including squatting, bending, reaching, sitting and standing.
- Criminal record clearance (Livescan).
- Current certification in CPR and Pediatric First Aid. Training completed in preventative health practices, mandated reporter, and CCL childcare center operations and record keeping orientation.

- Proof of current Immunizations (MMR, Pertussis, Influenza). TB clearance within 1 year.
- Local travel required. Must have an insured automobile and a valid California Driver's License.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 50 pounds
- Movement within preschool and office environment
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Frequently required to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with preschool aged children and maintenance of the child care center environment

YWCA Sonoma County offers a generous benefits package including paid sick leave, 16 paid holidays and a retirement plan. To apply, please send COVER LETTER along with resume to rrosetti@ywcasc.org