



Assistant Director of Childcare Services

sonoma county

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:	70,720-79,040
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.
- 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.
- In collaboration with the Director of Childcare Services, develop department administrative materials, policies, and procedures in alignment with agency goals and policies.
- Maintain and update Center Parent Handbook.
- 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.
- Assist in the development and implementation of annual program self-evaluation and quality assurance monitoring.
- In conjunction with fellow leadership staff, develop and monitor annual department and program budgets.
- 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.
- Assist in the preparation, implementation, and evaluation of annual department goals and objectives with department staff.
- In conjunction with the Director of Childcare Services, prepare monthly report on department activities and statistics for the agency Board of Directors.
- 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.
- 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:

- 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, child care 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; 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 child care 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.

Acknowledgment:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

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