



Assistant Director of Childcare Services

As a YWCA employee, you'll enjoy knowing that every day you make a difference in the lives of people who seek our services. You'll be an integral part of a culture that celebrates individual contributions and values meaningful work and authentic connections.

YWCA's dedication to our mission is only equal to our dedication to our employees.

Benefits:

- Comprehensive benefit program including employer-paid medical and dental.
- Retirement plan that contributes up to 14 (%) percent.
- 16 paid holidays.
- 12 paid sick / 10 paid vacation days your first year, increasing with length of service.
- 2 mental health days.
- Tuition Reimbursement Program
- Employee Assistance Program
- A feedback culture that is mission driven by meaningful work and authentic connections, where individuals are celebrated and appreciated.

"My experience... has exceeded my expectations ten-fold. I'm so happy to be a part of a team who values autonomy, empowerment, emotional connection, and motivation to do what is right."

- *YWCA Team Member*

SCHEDULE: Full Time

RATE OF PAY: \$66,560-\$74,880

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

- 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 childcare sites, as needed.
- 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.

MINIMUM QUALIFICATIONS:

- BA or higher in Early Childhood Administration or related field, or comparable experience.
- Site Supervisor permit required with intent to obtain Program Director Permit preferred.
- Minimum five years administrative, teaching and/or supervisory experience.
- 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.
- Must meet all relevant funding and licensing requirements (CA CCL, Title 22, Title 5).
- 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.

PREFERRED QUALIFICATIONS:

- Bilingual (strongly desired)

CONDITIONS OF HIRE:

- Prior to employment, ability to pass agency criminal background check,
- Health clearance by physician and TB testing; ability to fulfill physical requirements of the job including ability to lift up to 50 pounds; range of movement including squatting, bending, reaching, sitting and standing.
- Prior to employment must have 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.

YWCA SONOMA COUNTY'S COMMITMENT TO DEI:

We at YWCA Sonoma County know that our best work happens when all our voices are heard, our perspectives are valued, and our whole selves are engaged.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply to our positions.

To apply, please send resume to ajones@ywcasc.org.