



Easter Seals Blake Foundation

DIVISION	Children & Family Services (CFS)
POSITION	Assistant Director
JOB LOCATION	Safford
STATUS	Full Time

JOB SUMMARY:

The Assistant Director, in conjunction with the Center Director, provides leadership and ensures safety, welfare and education of each child. He/She also supervises the day-to-day function of the center in accordance with the philosophy, goals, and mission statements outlined in the Parent Handbook, Easter Seals Blake Foundation Policy & Procedures Manual and Arizona Department of Health Services Licensing Requirements. Also assists in ensuring compliance with Head Start & Early Head Start national performance standards, achieving and maintaining NAEYC accreditation and Quality First! requirements for high quality programs. The Assistant Director functions as the center's Education Coordinator. He/she meets with staff and families to address questions or concerns, and offer referral services within the community. In the absence of the Center Director, the assistant substitutes in his/her place.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Interact with all children and encourage involvement, exploration, interest and learning.
- Facilitate positive social skills through communication and modeling.
- Facilitate self-regulation & responsibility in children, intervening as needed to guide children in settling disputes/differences and to ensure safety.
- Assist in hiring, training and orientation of new teaching staff and substitutes.
- Assist with monthly staff meetings, supervision, on-going trainings and appraisals.
- Serve as a mentor providing support and guidance to teaching staff and substitutes.
- Oversee curriculum requirements/implementation and provide classroom support for the educational program.
- Supervise and support substitutes/support staff.
- Assist in monitoring classrooms for compliance with federal, state, and local laws and regulations.
- Perform other duties as assigned or determined based on assets/interests of staff member and/or needs of agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to relate joyfully and sensitively to children.
- Evidence of emotional maturity, stability and professionalism.
- Ability and judgment to handle crisis situations.
- Knowledge of best practice for early childhood programs.
- Knowledge of child care laws and regulations.

- Knowledge of NAEYC accreditation & Head Start Performance Standards.
- Ability to supervise and guide.
- Excellent written and verbal communication skills.
- General knowledge of computers and office equipment.
- Ability to work as a team to implement all practices that result in positive outcomes for children, families and staff.
- Good judgment and decision-making skills.
- Commitment to maintain strict confidentiality regarding all children and families.
- Ability to work a flexible schedule when necessary to ensure consistent coverage at the center and to attend occasional evening/weekend staff meetings or training.

EXPERIENCE/EDUCATION/LICENSE REQUIREMENTS:

- Bachelor's degree in Early Childhood Education (or bachelor's degree in a related field and course work equivalent to a major in early childhood education) from an accredited college or university plus 2 or more years of experience teaching preschool age children.
- Must obtain and pass a funder required physical exam and have a TB skin test with negative results prior to beginning employment.

OTHER GENERAL REQUIREMENTS:

- Qualified employees who are interested in applying must first notify their current Supervisor of their intent to apply for another job opening within ESBF for informational purposes
- Qualified employees must have held their current position with ESBF for a least twelve (12) consecutive months and, have a satisfactory performance record and have no disciplinary actions during the last twelve (12) consecutive months
- Must submit a valid Fingerprint Clearance Card on hire OR pass a Criminal History Background Check prior to beginning employment and submit an active Fingerprint Clearance Card after hire.
- Maintain a current valid driver's license, proof of insurance, and a driving record that meets ESBF requirements

TO APPLY:

Email resume and cover letter directly to HR@blake.easterseals.com. In the Email Subject Header include the Position and/or location you are applying for.

Easter Seals Blake Foundation is an Equal Opportunity Employer