



20 Martin Dr. Greenville, SC 29617

Job Description

<u>Program:</u>	A Child's Haven	<u>Job Title:</u>	Assistant Program Director
<u>Reports to:</u>	Program Director	<u>Department:</u>	PROGRAM
<u>Status:</u>	Exempt	<u>Date:</u>	April 2021

GENERAL DESCRIPTION: The Assistant Program Director is responsible for assisting the Program Director with all facets of the group therapeutic child care (TCC) program, including Extended Day. This position ensures all clinical, educational, nutrition, transportation programs are executed in accordance with regulatory standards.

ESSENTIAL FUNCTIONS:

1. Appointed as the secondary "Center Director" for SC Child Care License responsible for regulatory standards and serves as the secondary contact for DSS.
2. Supervises Transportation and Nutrition & Transportation teams in accordance with operations in accordance with regulatory standards.
3. Appointed "Back up" for Program Director. Cross trained with the Program Director to ensure optimal program operations and service delivery.
4. Supervises Extended Day Manager and ensures high quality effectiveness of the program.
5. Responsible for proper closure of the Center after the Extended Day program ends. This task can be delegated to Extended Day Manager.
6. Ensures all classrooms are adequately staffed per regulatory requirements. Provides guidance and coaching regarding trends in early childhood therapeutic group setting and staff development.
7. Plans and executes mandatory annual employee training program for direct employees; Ensures completed employee training sessions are documented and retained for credit.
8. Maintains certified instructor status for First Aid/CPR and Crisis Prevention Institute and trains staff.
9. Ensures compliance with ACH procedures for health and safety practices including the intimate care of the children; child hygiene practices; room and toy cleaning; ill child care

and procedures for medications; critical incident procedures and reporting and file maintenance.

10. Assists and plans for facility improvements, purchases materials and supplies, and follows up with facility repairs to maintain standards.
11. Provides input regarding capital and operating expenses for budget preparation. Represents A Child's Haven in community, through agency partnerships, and at after-hours events.
12. Performs special projects and other duties as assigned.
13. Active member of internal Health & Safety Committee

MINIMUM QUALIFICATIONS:

- Must have successful experience of supervising and leading people.
- Must have experience and knowledge of DSS Child Care regulations.
- Must have experience of managing a child care center.

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited university in Early Childhood Education (similar degrees will be considered).
- Five years' experience in direct service to children and/or families and three years in school or day care management.
- Familiar with state child care licensing and DSS requirements – 3 years' experience.
- Experience in providing early childhood best practices professional development training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and time-management skills
- Maintain a valid driver's license; provide proof of insurability.
- Proficiency in Microsoft Word, Excel, Outlook and internet based programs.
- Some travel for meetings and training that could be overnight.

SPECIAL POSITION REQUIREMENTS:

- Understands the requirement of confidentiality about ACH families and staff and at all times maintains a respectful and professional demeanor in their public dealings.
- Adheres to federal HIPPA requirements.
- Must pass all required background checks.
- Current driver's license and proof of insurability.

ESSENTIAL PHYSICAL SKILLS:

- Must be able to work in a stationary position greater than 50% of the time.
- Needs to move about inside the office to access file cabinets, office machines, etc.
- May need to lift up to 20 pounds of office supplies occasionally.
- Constantly communicates with visitors and staff.

- While performing the duties on position, the EE is regularly required to talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. Positions requires ability to lift files, open filing cabinets, bend and stand as necessary.

ENVIRONMENTAL CONDITIONS:

- Front Lobby area & Office
- Classrooms & Outdoor learning environments
- Community

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Salary: \$55,000