



small steps nurturing center

Assistant Program Director

Department: Program-Academic

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Program Director

Travel Required: Between campuses

Positions Supervised: Kitchen Supervisor

Work Schedule: Year round, except the month of July

M-F 7:30 a.m. - 4:30 p.m. On designated weekly closing day, departure time is 5:30 p.m. or when the last child leaves. (As an exempt employee, one can reasonably expect to work more than the core hours stated).

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Perform administrative duties under the general supervision of the Program Director and manage daily school operations and policies. Ensure that all licensing and accreditation standards are being met at both schools.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Planning, Development, and Program Oversight

- Direct and oversee the duties and responsibilities of the Kitchen Supervisor (both campuses)
 - Includes managing Houston Food Bank program
- Coordinate, revise and maintain schedules for day-to-day responsibilities of teaching staff (both campuses)
 - Includes coordinating substitute coverage and ensuring that classrooms/playground/cafeteria are fully staffed daily in accordance with licensing and accreditation standards
- Build relationships with teachers, staff, and families to partner in meeting the needs of the children (both campuses)
- Ensure that all licensing and accreditation requirements are met and city permits are maintained (both campuses)
 - Includes completing annual immunization report for licensing and submitting permit applications
- Serve as the Director in Charge for licensing purposes on specific days, overseeing the program during the school year (both campuses)
 - Includes interacting with and directing parents, enforcing policies and procedures, administering medication to students, etc.

- Obtain and maintain necessary qualifications to serve as licensed site director (DePelchin campus only)

Administrative & Program Support

- Maintain, organize and update staff files, including certifications (both campuses)
- Review and approve timesheets and paid-time-off requests for all program staff (both campuses)
- Run employment and parent volunteer background checks, maintain records and complete appropriate follow up, as required (both campuses)
- Develop and maintain safety drill calendar (both campuses)
- Oversees and drafts communications (both campuses), delegating preparation of hard copy flyers to Program Assistant at DePelchin campus and Receptionist at Jensen campus
- Prepares and maintains campus schedules (both campuses)
- Creates an articulated schedule with building administration (both campuses)
- Supervises playground, cafeteria , and naps, as needed
- Performs other duties as assigned by the Program Director

Training and Collaborative Partnerships

- Schedule and coordinate vision and hearing screenings with collaborative partners (both campuses)

POSITION QUALIFICATIONS

Competency Statement(s)

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Creative - Ability to think in such a way as to produce a new concept or idea.

SKILLS & ABILITIES

Education:

Bachelor's Degree (four year college or technical school) Required, Field of Study: Child Development, Early Childhood, or Education EC-12 Preferred

Experience:

3 plus years of administrative experience (in education setting preferred)

Experience in direct supervision and working with low-income or Title 1 schools preferred

Computer Skills:

Proficiency with Microsoft Office

Technical problem-solving skills

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	F
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O

Push/Pull

12 lbs or less	O
13-25 lbs	O

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.
I can perform the essential functions of this job with or without accommodation.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.