

JOB TITLE: CDC Assistant Director

December 2024

SUPERVISOR: Child Development Center Director

General Function

Under the direction of the Child Development Center Director, the CDC Assistant Director shall execute administrative duties to support the director of the daycare center. He/she shall be responsible for the child care programs in the absence of the director during operating hours. He/she must perform all duties in a safe and prudent manner. He/she shall be responsible for addressing concerns and inquiries from children, staff, and parents, which are brought to his/her attention. At the Southern Boone Area YMCA, we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission; caring, honesty, respect, responsibility.

Know How

This position requires a thorough understanding of the child-care field. Must be able to exercise discretion and independent judgment. Must be able to communicate effectively with parents and staff. He/she shall meet the Missouri Accreditation requirements set forth for an Assistant Director position. Requires at least two years experience in the child care field and 60 hours of approved college coursework and/or CDA. Must obtain a current TB test, physical examination and criminal background check. Must be certified in CPR/First Aid. Knowledge of licensing and accreditation regulations required. Must submit an official driving record which meets association standards. Must meet state driving license level required to transport children.

Job Segments

1. Facilitate and guide the teaching of caring, honesty, respect, and responsibility.
2. Assist with hiring, training and evaluating all center staff.
3. Comply with and monitor center's compliance with all state licensing regulations, Missouri Accreditation standards, and YMCA policies. Report any noncompliance immediately to Director.
4. Act as the CDC Director in his/her absence.
5. Maintain state paperwork pertaining to the center, i.e: children's files, attendance rosters, food program tallies, etc.
6. Control staffing ratio in all classrooms.
7. Coordinate classroom visits and moves for children with parents and teachers.
8. Update center waiting list, and fill openings in a prompt manner.
9. Assist CDC Director with monitoring classrooms and staff both formally and informally for quality purposes and proper curriculum implementation.
10. Market program(s) to parents or potential patrons.
11. Required planning and participation in all center special events/activities.
12. Assist in maintaining the organization & appearance of the facility both inside and outside.
13. Assist Administrative Director and CDC Director with administration of Outreach applications for CDC families.
14. Perform other duties as may be assigned.