

## Job Description

### ASSISTANT SITE SUPERVISOR

PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Provides substitutes for center teachers, teacher aides, cook, transporters and bus monitors.
2. Recruits, oversees and participates in the enrollment of children in the child care program. Participates in the recruitment and enrollment of HS & EHS children.
3. Maintains DCFS personnel records, substitute, volunteer, child care children's records and center records. Monitors DCFS files for EHS & HS children. Maintains confidentiality of family and program records and information.
4. Completes and maintains required child care, financial, USDA food program and IDHS forms and reports. Prepares reports in conjunction with the Fiscal Officer. Utilizes ChildPlus software for child care tracking and billing.
5. Oversees inventory control of center equipment, furniture, supplies, materials, and other resources in conjunction with Site Supervisor.
6. Communicates with the Site Supervisor regularly to establish center needs.
7. Provides supervision of staff & center activities in absence of the Site Supervisor.
8. Serves as center receptionist. Responsible for incoming calls and transfer of calls to appropriate parties.
9. Distributes incoming mail and faxes and takes responsibility for outgoing mail.
10. Ensures the health & safety of children and staff during all program activities.
11. Assists with maintenance and day-to-day upkeep of center facilities.
12. Carries overall responsibility for compliance with Head Start Performance Standards, workplans, Standard Operating Procedures and Illinois Department of Public Health's Sanitation and CACFP Regulations, and federal, state, and local government rules and regulations. Supports the agency's mission and philosophy.
13. To the extent able, performs such other duties and responsibilities as assigned by the Supervisor, or as may be required under applicable agency programs, contracts, or grants.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain

program efficiency and effectiveness.  
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## **QUALIFICATIONS**

Requires the ability to meet DCFS requirements for Child Care Director:

Must be 21 years of age or older, and

A minimum of associate degree in child development or early childhood education or equivalent (64 semester hours in any discipline with a minimum of 21 semester hours in child development, early childhood education or early childhood special education) and either a Level 1 IL Director's Credential from Gateways to Opportunity or 3 points of credential approved training or 3 semester hours of college credit in administration, leadership or management.

Requires the commitment to parents as educators of their own children.

Requires knowledge or prior experience in the principles of child health, safety and nutrition.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of staff, and submit required program materials according to agency timelines.

Requires the knowledge of office methods, practices, procedures, and the ability to make arithmetical calculations. Requires ability to type and file accurately.

Requires the ability to use the telephone, calculator, computers, printers, digital cameras, and other office machines and to learn and comprehend computer word processing and data tracking systems.

Requires the ability to meet all DCFS licensing requirements for employees including the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development, the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background and fingerprint check.

Requires the ability to lift and carry program materials and supplies into offices, up to 30 lbs, or assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's

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eye level, to play with children and to pick up toys and equipment from the floor.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in the classroom and on field trips.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO:                      Site Supervisor

EMPLOYED:                      40 hours per week, 52 weeks per year

SALARY:                              \_\_\_\_\_

OVERTIME STATUS:              Exempt

Revised- 5/19