



Job Title	Assistant School Director	FLSA Status DOL Status	Exempt Full-Time
Program/Department	Early Childhood Services	Supervisory Responsibilities	Yes
Reports To	School Director	CEO Approval Date	02/16/2024
Work Schedule	Sunbeam centers are open year-round and operate Monday-Friday.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Assistant School Director will work with the School Director to ensure overall compliance of all programmatic functions related to the Early Childhood Services (ECS) program. The Assistant School Director plans and collaborates with other coordinators and staff in Sunbeam Family Services to ensure that required data reports are completed and submitted, compliance and monitoring requirements are met, human resource issues are addressed, programs are implemented, and fiscal reporting is completed. Assistant School Director assists in the provision of daily care to children in a Head Start/ Early Head Start (HS/EHS) classroom.

All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values, and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote and contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures, beliefs, abilities, and experiences.
- Demonstrate capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Assist the School Director in the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility.
- Provide leadership and guidance to team members, including setting performance expectations, monitoring progress, and providing regular feedback and coaching.
- Facilitate professional development, training, and skill building activities for assigned staff.
- Conduct regular team meetings to review progress, discuss issues, and identify opportunities for improvement.
- Ensure compliance with, and updating all records for, Head Start Performance Standards, National Accreditations, federal and state regulations, and DHS Licensing requirements.
- Assist with classroom coverage as needed.
- Assist with supervision of center staff, including teaching staff, and ensure the completion of timely performance evaluations, goal setting, and professional development.
- Assist School Director by maintaining record keeping and reporting systems to ensure accurate information, with timely completion and follow-up.
- Actively participate in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families.

- Oversee supervision and management of children in the classroom in order to ensure a safe, clean, and healthy learning environment.
- Collaborate with state and community partners as needed to enhance ECS child development services, and to ensure effective transition planning for children and their families.
- Collaborate with program staff to ensure effective transition planning and communication for children and their families.
- Promote culturally sensitive practice.
- Promote, encourage, and display examples of leadership with clients, co-workers, and community.
- Travel locally as required in the performance of responsibilities.
- Perform all duties and attend required training related to supervisor role.
- Perform other appropriate and related responsibilities as assigned by supervisor, Chief Program Officer, or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	<p>Bachelor's degree in Early Childhood Education (ECE), Child Development (CD), Health or related degree as approved by Sunbeam.</p> <p>OR</p> <p>Bachelor's degree in unrelated field plus 36 college credit hours in ECE, CD, or related degree as approved by Sunbeam.</p>	<p>Master's degree in Early Childhood Education, Child Development, Health or related degree</p>
Experience	<p>Minimum of two (2) years of experience providing staff supervision</p>	<p>Experience with staff supervision in an early childhood or child development setting.</p>
Skills Knowledge Abilities	<p>Caring and compassionate attitude when interacting with and caring for children and families.</p> <p>Knowledge and understanding of Head Start Performance Standards and state and child care licensing requirements (local and state).</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Intermediate knowledge of Microsoft applications and the ability to master other software as needed</p> <p>Demonstrated, well-developed leadership abilities of problem-solving, communication, adaptability, and good judgment.</p> <p>Good organizational and time management skills.</p>	<p>Knowledge and understanding of Child Plus</p> <p>Knowledge and understanding of NAEYC</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes.</p>

	<p>Must work independently and collaboratively in a team environment.</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p> <p>Must be able to travel and work some evenings and weekends as required by the job.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</p>		
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WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Occasionally must be able to move needed materials weighing up to 50 pounds.

Work Environment

The employee will work in a school environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: