

# CITY OF REDWOOD CITY CHILD CARE ASSISTANT DIRECTOR

## **DEFINITION**

To assist the site director in the operation and direction of the City administered childcare program; and to act as site director in the director's absence.

## **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other recreational positions by the specific duties and requirements of a teacher in a state licensed childcare facility.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Childcare Director or by the Recreation Center Supervisor.

Responsibilities may include the direct supervision of subordinate childcare positions.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Supervise children.
2. Supervise subordinate childcare positions.
3. Act as Childcare Director as assigned.
4. Develop and implement program activities.
5. Accept and document registration monies for childcare attenders.
6. Effectively interface with parents.
7. Submit budget receipts.
8. Administer cash advances.
9. Drive City vehicle for transportation of children.

## **OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

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CHILD CARE ASSISTANT DIRECTOR (*Continued*)**

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**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Childcare programming, principles and procedures.

Record keeping procedures.

Principles of supervision.

Safe driving principles and practices.

**Ability to:**

Develop and implement childcare activities.

Supervise subordinates.

Supervise and discipline school-aged children.

Accept and process monies.

Interpret and apply department and City policies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

*Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Six months experience in a licensed day-care or comparable childcare facility.

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**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in childhood education, recreation, physical education, teaching or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 45 lbs.;  
exposure to noise, outdoors, and dust.

Must be 18 years of age.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. SAE
4. SDE
5. SME
6. SDE
7. OAE
8. OAE
9. SDE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** June, 1995

**Bargaining Group:** Service Employees' International Union - Local 715