



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	ECS Assistant School Director	FLSA Status	Exempt
Program/Department	Early Childhood Services	Supervisory Responsibilities	Yes
Reports To	ECS School Director	CEO Approval Date	1/2020
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			
POSITION OVERVIEW			
<p>The ECS Assistant School Director will work with the School Director to ensure overall compliance of all programmatic functions related to the Early Childhood Services program. The ECS 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.</p> <p>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.</p>			
MAJOR RESPONSIBILITIES			
<p>The ECS Assistant School Director will ensure overall compliance of all programmatic functions related to the Early Childhood Services program by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity to perform duties exhibiting the highest ethical standards, incorporating best practice, maintaining confidentiality of client and agency information, exemplifying the values expected within the department and for promoting the mission of the organization. • Assisting the School Director in the operation and maintenance of a safe, clean, healthy, and productive work environment, including both indoor and outdoor facility. • Ensuring compliance with, and updating all records for, Head Start Performance Standards, National Accreditations, federal and state regulations, and DHS Licensing requirements. • Assisting with supervision of center staff and ensuring the completion of performance evaluations, goal setting and professional development. • Assisting the School Director by maintaining record keeping and reporting systems to ensure accurate information, with timely completion and follow-up. 			

- Actively participating in parent or group meetings, community collaborations and affiliations in order to advocate for Head Start children and families.
- Helping oversee supervision and management of children in the classroom in order to ensure a safe, clean and healthy learning environment.
- Collaborating with state and community partners as needed to enhance ECS child development services, and to ensure effective transition planning for children and their families.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree or equivalent in Early Childhood Education/Administration.	Master's degree
Experience	Minimum of two years related experience 15 ECE units and 15 professional hours of Health and Safety.	Experience in human services program and data management
Skills and knowledge	Understanding of Head Start Performance Standards and state and local child care licensing requirements. Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed. Demonstrated, well-developed leadership abilities of problem-solving, communications, adaptability, good judgment; works well under pressure. Good organizational and time management skills.	Previous knowledge and understanding of Child Plus
Abilities	Must work independently and collaboratively in a team environment. Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members. Process, protect and exercise discretion in handling confidential information and materials. Sustained concentration to detail and accuracy, along with the ability to prioritize workload. Willingness to work with high-risk, low-income communities. Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.	Bilingual Spanish/English speaking

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. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office 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. 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.

SUNBEAM’S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses 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 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.