

SCHOOL-AGE CHILD CARE PROGRAM ASSISTANT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving providing assistance and support to the School Age Child Care Program Director in managing a school-age child care program. Responsibilities include serving as the on-site coordinator of the afternoon and summer sessions of the program. Work is performed under general supervision of the School Age Child Care Program Director or other higher level administrator. Supervision is exercised over program staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as the on-site supervisor of the afternoon and summer sessions of the program;
Interacts with and monitors recreation assistants;
Interacts with parents, children and school district personnel to ensure quality of programs;
Assists Director with program curriculum for children ages 5 to 12 years;
Adheres to New York State regulations affecting SACC programs;
Coordinates staff schedules;
Collects and receipts monthly tuition payments
Calculates program bank deposits;
Maintains and orders consumable supplies;
Maintains student data base and records attendance;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the principles of supervision; good knowledge of child development activities; good knowledge of child care techniques; good oral and written communication skills; working knowledge of regulations affecting daycare operation in New York State; working knowledge of modern management techniques; ability to develop program activities; ability to develop effective working relationships and deal diplomatically with the public; resourcefulness; sound judgment; creativity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- a) Associate's degree in child development, home economics education, home economics with a specialization in child and family development, early childhood education, elementary

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education, physical education, recreation or a related field, and two (2) years of direct experience working with children in an early childhood education program or child day care program; or

- b) Two (2) years of college with 18 credits in the areas of concentration listed in (a) above, and two (2) years of direct experience working with children in an early childhood education program or child day care program; or
- c) Child Development Associate credential, and two (2) years of direct experience working with children in an early childhood education program or child day care program; or
- d) An equivalent combination of education and experience as defined by the limits of a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.