

## Assistant Site Manager

**REPORTS TO:** Site Manager

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 41 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Responsible for coaching and mentoring teaching staff in the classrooms to increase the quality of teaching and child outcomes related to agency school readiness goals, including assisting in operationalizing site management in the daily operations of the site, fostering community relations and awareness to meet site needs, assist in providing directions to site staff in the areas of delegation, leadership, staff development, teamwork, family engagement, morale and evaluation within the Head Start Program.

### **Essential Functions:**

The Assistant Site Manager will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Assistant Site Manager responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Assistant Site Manager will demonstrate competency to perform essential functions that include:

1. In the absence of the Site Manager, acts as the AZ BCCL Director responsible for the daily onsite operation of the Head Start Center.
2. Supervision of assigned staff, volunteers, and children.
3. Assess classroom Teachers using formal and informal observation tools (CLASS and ECERS instruments, Content Monitoring Checklists, etc.) to gain insight into all areas of strength and challenges for the teachers. Review the results and make plans with specific goals and areas for growth identified which are based on classroom and teacher observations. Ask for assistance from the Education Team and/or Coaches as needed.
4. Work with Teachers to supervise and coach their teaching teams.
5. Assure preschool center base staff meets agency expectations for school readiness goals. Provide direction for site staff in the areas of classroom and child management, curriculum, teacher-child interactions, and family engagement.
6. Ensuring a planned, organized, data driven school readiness program.
7. Responsible for coaching, training, and technical assistance to teaching staff at assigned sites.
8. Assists in ensuring BCCL and all other regulatory rules and standards are met as defined by Agency Policies, Procedures, and practices.
9. Establish and assure positive and productive relationships with families. Maintaining a commitment to professionalism.
10. Utilize virtual platforms for meetings and communications.

### **Minimum Requirements:**

1. Knowledge of Head Start Program Performance Standards, AA/AAS in ECE or related field required. BA in ECE or related field preferred. All education must be from an accredited institution.
2. Food Safety Manager Certification within 30 calendar days of hire.
3. Must be at least 21 years of age (BCCL).
4. Preferred experience is 3 years' classroom teaching experience, and 2 years of adult supervision.
5. Arizona Driver's License, proof of car insurance, fingerprint card, Social Security card CPR

and First Aid, and provide a vehicle for program business.

6. Health Questionnaire (medical provider exam) is required at hire and will be updated every 3 years.
7. Meet all agencies, state and federally required immunizations or have an approved exemption on file.
8. Employee must be able to speak, read, write, and understand English.
9. Bi-lingual Spanish preferred.
10. Head Start parent experience preferred.

**Knowledge, Skills, and Abilities:**

1. Knowledge of classroom management and using classroom observation tools.
2. CLASS preferred with appropriate reliability.
3. Ability to prioritize workload while being flexible, communicate in a professional manner with internal/external customers and be able work independently is required.
4. Excellent oral/written communications, community involvement, and strong team leadership required.
5. Knowledge in Adult Learning Styles, Cultural and Ethnic Diversity, Family Dynamics, and Supervisory Methods.
6. Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.
7. Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs. run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

Date