



## JOB ANNOUNCEMENT

### Assistant Day Care Site Director

(\$13.18 - \$16.02 per hour + personal health coverage / 32-38 hours per week)

#### **THE POSITION:**

Sunrise Recreation and Park District is accepting applications for Assistant Day Care Site Director for one of our licensed Kid's Club Day Care in the Antelope area.

#### **ESSENTIAL AND IMPORTANT DUTIES:**

- Assist with planning, organizing, development, supervision, and coordination of the program.
- Provides daily supervision of staff and coordinates staff to maintain appropriate teacher ratios
- Maintains records, enrolls students, calculates and receives fees, and interacts with daycare families
- Ensures the safety, security, cleanliness, and orderliness of classroom and playground environments.
- Plans and implements age-appropriate curriculum, events, and recreational activities.
- Assists with purchasing and ordering food and supplies.
- Performs related duties as required

#### **MINIMUM QUALIFICATIONS:**

Knowledge of principles, practices, laws, and procedures of Daycare operations and staff management. Knowledge program planning, behavior modification techniques, and appropriate methods of disciplining children. Ability to select, train, supervise, motivate, and evaluate staff. Ability to maintain records, operate computer, and use standard office equipment. Ability to perform all essential duties of job without causing harm to self or others.

**Education/experience:** To be licensed as a Daycare Center by the State of California, the Assistant Director must possess one of the following:

- Equivalent to completion of 12<sup>th</sup> grade; AND 15 ECE units including 3 units in administration or staff relations; AND 4 years teaching experience in a licensed day care or comparable program.
- An AA Degree with major emphasis in early childhood education or child development which includes 3 units in administration or staff relations AND 2 years teaching experience in a licensed day care or comparable program.
- A BA Degree with major emphasis in early childhood education or child development which includes 3 units in administration or staff relations AND 1 year teaching experience in a licensed day care or comparable program.

**Licenses/Certifications:** Assistant Director must possess all of the following:

- Valid class C California Driver's licenses AND satisfactory driving record
- Certificate of completion of Pediatric CPR and First Aid Training
- Certificate of completion of a California Child Health Care class

**Apply to:** Sunrise Recreation and Park District (Attn: Becky Herz)  
7801 Auburn Boulevard  
Citrus Heights, CA 95610  
[www.sunriseparks.com](http://www.sunriseparks.com)

Closing Date: Open until filled

Becky Herz: Phone: (916) 725-0185 / E-mail: [bherz@sunriseparks.com](mailto:bherz@sunriseparks.com)

Full Job Description available at Sunrise RPD District Office