



Supporting children and families
in Goleta and Isla Vista

JOB ANNOUNCEMENT

CHILDREN'S CENTER ASSISTANT DIRECTOR POSITION

Isla Vista Youth Projects is seeking a dynamic, organized, experienced early childhood educator to lead our Children's Center.

ABOUT US

Isla Vista Youth Projects provides a continuum of care to the children and families throughout the Goleta Valley. We believe that every child deserves to be loved, valued and respected and that every family should be empowered supported to reach its highest potential. To fulfill this goal, we offer high quality childcare for 134 children ages 3 months – 5 years, an after-school and summer program of academic and recreational support for children who attend Isla Vista Elementary School and El Camino Elementary School and a Family Resource Center which helps families access the services and support they need including but not limited to – food access, health care, counseling, parenting workshops, budgeting workshops and immigration information. Together with our partners, IVYP is helping prepare children for success in school and is strengthening families for a healthy, prosperous and resilient community.

POSITION SUMMARY

IVYP's Children's Center provides high quality, trauma informed care to 134 children over two sites. We receive funding from the California Department of Education. The majority of families qualify for subsidized care. We are seeking a passionate educator who believes that every child can learn, that every family deserves care and that every teacher deserves support. The ideal candidate is a team builder who can inspire and train our teachers. He or she works collaboratively across our entire agency to support all the families in our community.

JOB DUTIES

1. Plans/leads staff meetings with teachers and aides with emphasis on staff development, meeting regulations and planning curriculum.
2. Participate in Youth Projects fundraising events.
3. Refer parents to the Family Resource Center coordinator for resource and support services.
4. Communicates with Program Director, Director of Programs or Executive Director on significant matters of concern such as health and safety of children, parents, staff or self.
5. Provide orientation and schedule volunteers. Assign tasks and supervise Community Service workers.
6. Ensure facility health standards are met by cleaning and disinfecting bathroom and diaper changing area, maintaining floors, carpets and furniture, washing toys or dishes if necessary.
7. Coordinate special projects, parent education, events, etc. as directed.
8. Along with the Program Director, set weekly staff schedules, approve or deny time off requests. Arrange for substitutes to cover classes in absence of regular staff.
9. Assist in classrooms when staffing needed, rearranging staffing/ merging classrooms as necessary to maintain mandated Title 22 and Title V ratios. Communicate concerns with Program Director.
10. Along with the Program Director, interview, hire, train and prepare personnel files for all work/study students, arrange for fingerprint clearance appointments. Sets schedules, monitoring hours so as not to exceed allotted number of hours worked during the school year. Review timesheets and deliver them to UCSB Associated Students office when due.
11. Participate in CDE program evaluation by: supporting teachers with DRDP-R assessments; assisting teachers in preparation of portfolios and observations of children; conducting Environmental Rating Scale evaluations with Program Director; and help analyze data from rating scales & parent surveys to prepare program action plans.
12. Supervise community service workers; assign tasks.
13. Provide excellent customer service, answer phones, answer parent questions & concerns.
14. Work collaboratively and collectively with other agencies.
15. Communicate program information with parents.
16. Maintain good relations with community partners and outside agencies.

17. Attend in-service and local child development trainings.
18. Participate in weekly Children's Center administration team meetings.
19. Assume Program Director responsibilities in absence of the Program Director.
20. Maintain confidentiality in all items related to children or personnel.
21. Perform other duties as assigned by the Program Director.

CORE COMPETENCIES

- Mission/Vision-Focused: Catalyze others' commitment to our vision of a community where all children are loved, valued and respected and all families are supported to reach their highest potential. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good;
- Ethical: Understands his/her role in growing and protecting the reputation of the organization. Upholds our highest values of integrity, honesty and transparency.

GENERAL REQUIREMENTS

- Must pass the DOJ/FBI/Child Abuse Index fingerprint process.
- Must pass a pre-employment physical examination and tuberculosis clearance.
- Show verification for the Measles, Mumps and Rubella (MMR) and the Diphtheria, Tetanus and Pertussis (DTaP) vaccinations.
- Minimum 1 year administrative experience.
- Minimum 1 year teaching experience.
- Commitment to ongoing education in the field of Early Childhood Education.
- Possess the ability to work independently with a strong level of organizational skills.
- Possess excellent interpersonal communication skills and ability to work with all levels of clients, staff, and volunteers.
- Possess strong writing and speaking skills. (bilingual preferred but not required) [Spanish/English]
- Demonstrates leadership at a professional level.

EDUCATION, LICENSES AND CERTIFICATES

- The ideal candidate will have an AA or higher.
- Hold or obtain a Child Development Site Supervisor Permit or Director Permit as specified by CA Title V on the Child Development Permit Matrix. **Employee is responsible to maintain permit.**
- Hold or obtain a valid Pediatric First Aid and Pediatric CPR card and update as required. (Fees will be paid for by the program)
- Hold a valid California Driver's License.

SALARY

Salary range is \$48,000 - \$52,000 depending on experience. This is an exempt position. Benefits after 30 days include: health, dental and vision insurance, sick/vacation accrual, paid holidays and 403b retirement plan.

TO APPLY

Please submit a cover letter and resume to ivyouth@ivyp.org.

EQUAL OPPORTUNITY EMPLOYER

Isla Vista Youth Projects is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.