

Isla Vista Youth Projects

Description of Employee's Job Duties

JOB TITLE: Assistant Program Director, IVCC	HOURS PER DAY: 8	HOURS PER WEEK: 40
DESCRIPTION OF JOB RESPONSIBILITIES:		11/18
JOB SUMMARY		
Co-implements the program and administrative functions of the Isla Vista Children's Center with the Center Program Director and the Agency Executive Director. Reports to: Program Director		
JOB DUTIES		
<ol style="list-style-type: none"> 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 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. Appropriately addresses program criticism and emergencies, informs Program Director of concerns. 16. Communicate program information with parents. 17. Maintain good relations with community partners and outside agencies. 18. Attend in-service and local child development trainings. 19. Participate in weekly Children's Center administration team meetings. 20. Assume Program Director responsibilities in absence of the Program Director. 21. Maintain confidentiality in all items related to children or personnel. 22. Perform other duties as assigned by the Program Director 		
JOB SPECIFICATIONS		
<ol style="list-style-type: none"> 1. Good physical health as verified by health screening, including TB test, given by a physician 2. Necessary paperwork and screening completed and accepted as required by Community Care Licensing, State of California 3. Holds Site Supervisor Child Development Permit or is eligible for waiver with commitment to complete necessary units within 18 months. 4. Minimum 6 months administrative experience 		
EQUIPMENT OPERATED		
<ol style="list-style-type: none"> 1. Macintosh / PC computer using Microsoft Word, Excel, QuickBooks and other software as required 2. Copy machine; Fax machine; Alarm system 		

required:				
ACTIVITY (Hours per Day)	NEVER (0 Hours)	OCCASIONALLY Up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6 - 8+ hours
Sitting			X	
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting		X		
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)			X	
Twisting (waist)		X		
Hand Use: L R				
Is repetitive use of hand required?			X	
Simple Grasping (Right)			X	
Simple Grasping (Left)			X	
Power Grasping (Right)		X		
Power Grasping (Left)		X		
Fine Manipulation (Right)			X	
Fine Manipulation (Left)			X	
Pushing/Pulling (Right)		X		
Pushing/Pulling (Left)		X		
Reaching (above shoulder)		X		
Reaching (below shoulder)			X	
Lifting 0-10 lbs.			X	
Lifting 11-25 lbs.		X		
Lifting 25-50 lbs.		X		
Lifting 51-75 lbs.	X			
Lifting 75 + lbs.	X			
Carrying 0-10 lbs.			X	
Carrying 11-25 lbs.		X		
Carrying 25-50 lbs.		X		
Carrying 51-75 lbs.	X			
Carrying 75 + lbs.	X			

3. Please circle if your job requires.

Explanation

Driving cars or vans?	YES	<u>drives to meetings</u>
Working around equipment and machinery?	YES	<u>office equipment</u>
Walking on uneven ground?	YES	<u>outside playground</u>
Exposure to excessive noise?	NO	<u></u>
Exposure to extremes in temperature, humidity, or wetness?	NO	<u></u>
Exposure to dust, gas, fumes, or chemicals?	NO	<u></u>
Working at heights?	NO	<u></u>
Repetitive foot movement?	NO	<u></u>
Special visual or auditory protective equipment?	NO	<u></u>
Work with bio-hazards such as: blood borne pathogens, Sewage, hospital waste, etc.	NO	<u></u>

Employee Comments:

Employer Comments:

Employer Name:

Employer Title:

Date: