

DEPARTMENT: NCCC
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 27, 2022

CHILD DEVELOPMENT CENTER ASSISTANT TO THE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing a variety of clerical duties in the Child Development Center in order to ensure efficient operations to optimize parent satisfaction and access to placement. The individual will serve as second person in command per the NYS Office of Child and Family Services (OCFS) license and may act for and in the place of the Director when he/she is not in the Center. The work is performed under the general supervision of the Director. The incumbent exercises independent judgment in carrying out the duties of the job in accordance with established procedures and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Director in maintaining daily and key operations of the center including employee recruitment and training; parent tours, registration and the enrollment process; policy evaluation and development; and maintaining the budget;
2. Assists in conducting staff meetings and observing classrooms;
3. Maintains the Center's waitlist and children's files;
4. Assists parents in various aspects of their child's experience at the Center and maintains a friendly, welcoming and professional environment;
5. Assists with the coordination of grant placement for students and rosters for each semester;
6. Participates in the development and implementation of policies and procedures for the Employee Handbook, Parent Handbook and the CDC Strategic plan as well as assisting in developing goals for the Centers philosophy;
7. Maintains accurate financial records including collecting, posting and balancing tuition from parents;
8. Assists in management the Child and Adult Care Food Program (CACFP) which includes meal planning, maintaining records and submitting the reports;
9. Processes purchasing and reimbursement forms;
10. Participates in accreditation process with National Accreditation for the Education of Young Children (NAEYC) and OCFS licensing procedures;
11. Develops new strategies along with the Director to ensure teachers/students are fully engaged;
12. Conducts required safety drills;
13. Attends professional development across all required areas listed by OCFS;
14. Performs related roles to fill in for Center staff when needed;
15. Operates standard office equipment including copiers, calculators, and personal computers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws related to the administration of child development center; good knowledge of electronic record systems; good knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; skill in the use of modern software applications including electronic record systems; ability to operate a personal computer at an acceptable rate of speed and accuracy; ability to maintain strict confidentiality; ability to compile and maintain accurate records and reports; ability to understand and follow verbal and written directions; ability to get along well with others and interact effectively with parents, staff, and the public; ability to prioritize and work under stressful conditions; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; resourcefulness and initiative; sound professional judgment; willingness to work in an environment with exposure to communicable and infectious disease, medical emergencies, uncontrolled situations and unpleasant sights, sounds, and smells; willingness to work evenings and weekends; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years of paid office experience performing administrative support tasks in a child development center or related environment; **OR**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid office experience performing administrative support tasks in a child development center or related environment.

NOTE: Verifiable part-time experience will be pro-rated.