



***NOW HIRING! FULL-TIME ASSISTANT PROGRAM DIRECTOR
INCLUSIVE EARLY LEARNING CENTER – EAST***

***Hours: 8:00m – 6:00pm, Monday – Friday, weekends and evenings as needed
Pay: \$17.00/HR - \$20.29/HR***

The mission of PdN Children’s is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.

Summary/Objective - The IELC Assistant Supervisor is responsible for assisting the IELC Director with the overall operation of the program. The Assistant Supervisor ensures the operation maintains compliance with HHS Texas Child Care Licensing Minimum Standards and Texas Rising Star Accreditation. The Assistant Supervisor serves as a leader and role model to all teachers and staff in the IELC.

General Duties

- Supervision of the IELC- Supervise all employees in the department and provide instant feedback and direction to all staff.
- Monitor child-caregiver ratios and direct staff to ensure TRS ratios are maintained at all times.
- Employ active supervision and modeling in the classrooms.
- Maintain all child/family records and ensure children files are correctly and thoroughly completed. Input client information to ProCare system and establish family billing account.
- Ensure Admission Forms are renewed annually and provide copy of admission forms to the corresponding teachers.
- Update allergy/alert lists and distribute to each teacher monthly in accordance to Child Care Licensing.
- Maintain center records & correct documentation to include daily attendance records.
- Ensure proper reports are presented for billing to funding agencies. Track agencies' funding distributions and report as required.
- Support IELC Director in billing clients and maintaining accounts current.
- Promote IELC services. Assist potential clients with IELC program information, registration process and orientation. Provide feedback to parents consistently regarding their child's performance and adaptation process.
- Serve as a link between parents, teachers and IELC Director to ensure all parties are informed of child's needs, progress and/or any concerns. Assist in resolving any client concerns in a timely manner.
- Perform other duties, projects, and responsibilities as assigned.

Supervisory Responsibility - IELC department and volunteer staff

Required Education and Experience

- High School Diploma or GED
- Associate's Degree in Child Development or Related Field
- Two Years' Experience working in a licensed Child Care Center

Preferred Education and Experience

- BA in Child Development of Related Field
- One Year Supervisory experience in a licensed Child Care Center
- One Year experience working with children with special needs

Additional Eligibility Qualifications

- Must pass criminal history background check
- Must be 21 years of age
- CPR Certification
- First Aid Certification
- Food Handler's Certification
- Negative TB Test

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Office setting, Inclusive Classroom and Outdoor Playground

Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to admin@pdnchildrens.org

“NO PHONE CALLS, PLEASE!”

