

# Andrew CSD Daycare Assistant Director/Onsite Supervisor

## Day Care Assistant Director/Onsite Supervisor Job Description

We are looking to hire a qualified Day Care Assistant Director/Onsite Supervisor to partner with our director to manage our day-to-day operations and provide care to children. You will oversee the coordination of programs that comply with local and federal regulations, ensure that facilities are maintained, and manage/support daycare staff. The successful applicant will have strong leadership skills, a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and staff. Early childhood development experience is a plus.

### Responsibilities:

- Ensure a safe, happy, and stimulating environment for children.
- Support the director in efforts to manage and coordinate programming and operations.
- Ensure the facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Complete ongoing training and courses to remain up to date on daycare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Effectively manage and/or delegate all responsibilities related to child supervision, billing, staffing, scheduling, DHS compliance, and other duties as assigned

### Requirements:

- Holds or is able to obtain daycare onsite supervisor certification through the DHS consultant (requirements listed in the attached document)
- Early childhood education experience may be preferred.
- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.

### Compensation:

**Wage - Full-time, year-round employment compensated at \$13-14 per hour**

**Fully paid single health, dental, vision insurance**

**Earn paid vacation, personal, and sick leave**

**IPERS - Defined benefit plan available public employees in the state of Iowa**

**Supplemental Insurance Available to Purchase**

**TO APPLY: Email an Andrew CSD employment application (found under employment opportunities on the Andrew CSD website) to Superintendent, Chris Fee at [chris.fee@andrew.k12.ia.us](mailto:chris.fee@andrew.k12.ia.us). Please type "ASSISTANT DIRECTOR" in the subject line. Applications will be accepted until the position is filled. We are seeking to fill the position ASAP.**

# ANDREW COMMUNITY SCHOOL DISTRICT APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer  
Pre-Employment Drug Test May Be Required

*All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.*

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

## PERSONAL INFORMATION

Legal name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

United States Visa status, if applicable: \_\_\_\_\_

Have you been convicted of a felony?  Yes  No

If yes, please explain circumstances: \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Certifications/Licenses/Other Skills to consider for this position:

---

---

---

**EMPLOYMENT HISTORY** (Most recent first)

1. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:
Reason for Leaving:			
2. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:
Reason for Leaving:			
3. Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:
Reason for Leaving:			

**EDUCATION**

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

**SKILLS**

Clerical / Office skills		
Computer skills	Name of software:	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: \_\_\_\_\_

**REFERENCES**-Please list three references with address and phone number who are not related to you and are not previous employers.

---



---



---

**CERTIFICATION & AUTHORIZATION**

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<b>Iowa Department of Human Services</b>  <b>Child Care Center Licensing</b>  <b>Provider Handbook Regulations</b>	<b>SECTION: 109.6 Personnel</b>	<b>SUBJECT: On-Site Supervisor Requirements</b>
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Date: 10/1/16
	Rule Citation: 441 IAC 109.6(2)	

**RULE**

*On-site supervisor.* The on-site supervisor is responsible for the daily supervision of the center and must be on site daily either during the hours of operation that children are present or a minimum of eight hours of the center's hours of operation. Information shall be submitted in writing to the child care consultant before the start of employment. Final determination shall be made by the Department. Information shall be submitted sufficient to determine that the on-site supervisor meets the following minimum qualifications:

- a. Is an adult.
- b. Has obtained a high school diploma or passed a general education development test.
- c. Has certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid, and Iowa's mandatory reporting of child abuse.
- d. Has achieved a total of 75 points obtained through a combination of education, experience, and child development-related training as outlined in the following chart:
  - (1) In obtaining the total of 75 points, a minimum of two categories must be used, no more than 50 points may be achieved in any one category, and at least 10 points shall be obtained from the experience category.
  - (2) Points obtained in the child development-related training category shall have been taken within the past five years.
  - (3) For on-site supervisors in centers predominantly serving children with special needs, the on-site supervisor may substitute a disabilities-related or nursing degree for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, experience in working with children with special needs in an administrative or direct care capacity shall be equivalent to full-time experience in a child care center or preschool in determining point totals.
  - (4) For on-site supervisors in centers serving predominantly school-age children, the on-site supervisor may substitute a degree in secondary education, physical education, recreation or related fields for the bachelor's degree in early childhood, child development or elementary education in determining point totals. In addition, child-related experience working with school-age children shall be equivalent to full-time experience in a child care center or preschool in determining point totals.

EDUCATION		EXPERIENCE (Points multiplied by years of experience)		CHILD DEVELOPMENT-RELATED TRAINING
Bachelor's or higher degree in early childhood, child development, or elementary education	75	Full-time (20 hours or more per week) in a child care center or preschool setting	20	One point per contact hour of training
Associate's degree in child development or bachelor's degree in child-related field	50	Part-time (less than 20 hours per week) in a child care center or preschool setting	10	
Child development associate (CDA) or one-year diploma in child development from a community college or technical school	40	Full-time (20 hours or more per week) child development-related experience	10	
Bachelor's degree or higher in a non-child-related field	40	Part-time (less than 20 hours per week) child development-related experience	5	
Associate's degree in a non-child-related field or completion of at least two years of a four-year degree	20	Registered child development home provider	10	
		Nonregistered family home provider	5	

### **RATIONALE AND RECOMMENDATIONS FOR IMPLEMENTATION**

Every center (including multiple sites under the jurisdiction of one business, school, etc.) **must** have an on-site supervisor! The on-site supervisor is responsible for the day-to-day supervision of the center. Among other duties, the on-site supervisor is directly responsible for:

- ◆ The daily operation of the center and supervision of direct-care staff.
- ◆ Ensuring children are accounted for and proper record keeping is maintained.
- ◆ Scheduling activities and transportation needs.
- ◆ Ensuring information regarding exposure to communicable disease is posted immediately upon notification.
- ◆ Ensuring parents are immediately notified of emergency or other serious incidents.
- ◆ Ensuring information is communicated to parents at the end of the day etc.

These functions may be performed either in a dual role by the director, if the director remains on site, or by another person who meets the qualifications for an on-site supervisor.