



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

Job Title: **Assistant Director of Early Learning**

FLSA Status: Full-Time Exempt

Reports to: Director of Early Learning

Salary Range: \$60,000 to \$65,000 annually

POSITION SUMMARY:

The Assistant Director of Early Learning provides support to the Director of Early Learning and other members of the Education Branch Leadership team in the operation of the Early Learning Center (ELC). This role helps to develop, organize, and implement a high-quality YMCA Early Learning Center program in alignment with the Department of Early Education and Care regulations (EEC), National Association for the Education of Young Children (NAEYC) standards as well as MetroWest YMCA philosophy, policies, and practices.

This is a full-time position, Monday through Friday. The program operates from 7:30am to 6:00pm daily, and the employee must be available during these hours to fulfill a 40-hour work week (2 openings, 2 closings, and rotating Fridays opening/closing). The position is supervised by the Director of Early Learning, and the daily schedule is coordinated among the Early Learning Center Leadership team to ensure coverage and support during core operating hours. Occasionally, evening or weekend hours may be required to support deeper family engagement and strengthen community partnerships.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Provide mentorship across all classrooms and support the Lead Teachers in directing and coordinating the Early Learning Center. Work directly with educators and families to handle typical daily operations. Complete assigned administrative duties necessary to ensure a safe, high-quality program. Examples include creating weekly sign-in sheets and monthly attendance sheets, conduct and document fire drills/evacuations, maintain proper records/department files.
- Onboard, orient, and train new educators on curriculum/assessment software (Teaching Strategies). Review and evaluate staff performance. Deliver supportive mentoring strategies to positively impact each team member's teaching practice, professionalism, workplace interactions, and family engagement to promote the values and philosophy at the Y. Develop strategies to motivate staff and achieve goals.
- General and timely communications with families including but not limited to inquiry follow-ups, center newsletter, Facebook page, etc.
- Provide classroom coverage and student transport to classes when needed.
- Curriculum review and instruction ensuring that educators are implementing program activities that are culturally relevant, developmentally appropriate and consistent with YMCA priorities as well as making ongoing, systematic observations and assessments used to create and monitor progress toward goals for each child.
- Assure compliance with state regulations and local requirements as they relate to program areas. Ensure that the MetroWest YMCA program standards are meeting including health and safety procedures.
- Maintain program site and equipment as well as required program records as well as licensing documentation (document library, accident report log).
- Adhere to program standards including safety and cleanliness standards.

- Follow YMCA and DEEC policies and procedures including those related to medical and disciplinary situations, child abuse prevention, emergencies, and recording professional development in DEEC's Professional Qualification Registry.
- Build strong relationships with others at the Y, school personnel, partner organizations, and others to integrate, implement and strengthen comprehensive quality efforts.
- Model relationship-building skills in all interactions; develop and maintain collaborative relationships with staff, parents, and caregivers, and community organization (e.g., licensing agencies, school administration) to maximize program impact and drive overall outcomes; maintain regular, clear, and concise communication within area of responsibility.
- With the Director of Early Learning and members of ELC Leadership team, support, organize, and participate in family nights, program activities, staff meetings and professional development in accordance with individual professional development plan and DEEC regulations
- Provide staff leadership for annual fundraising campaign and committees as assigned as well as in other YMCA fundraising activities, marketing, and distribution of program information.
- Other duties as assigned.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Inclusion
- Collaboration

QUALIFICATIONS:

- Must be EEC Director certified and committed to ongoing professional development.
- Bachelor's degree in related field or equivalent.
- Previous experience working with children in a NAEYC-accredited center and using Teaching Strategies GOLD preferred.
- Complete understanding, compliance, and experience with EEC licensing regulations and NAEYC accreditation standards.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Ability to use initiative and judgment in selecting proper course of action in unusual or emergency situations.
- Ability to effectively organize time and complete responsibilities; excellent written and verbal communication skills; basic computer skills (Microsoft Word, Email, etc.).
- Bilingual in English/Spanish or English/Portuguese a plus.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with youth.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their youth from abuse.

- Report essential abuse risk management information to the board of directors.

Supervisors will:

- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with youth.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their youth from abuse.
- Report essential abuse risk management information to the board of directors.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.