



## *Job Announcement*

### **Assistant Director Early Childhood Education Center**

Associated Students of SFSU is seeking an Assistant Director (AD) to work at our Early Childhood Education Center. The AD is responsible for the on-going enrollment of children, maintenance of ITERS/ECERS standards and general oversight of our Infant/Toddler Program for children and adults. The AD supervises, trains, observes and evaluates the professional staff, as well as supports, counsels and advises parents. The AD is an integral part of the Center administrative team and assumes a leadership (supervisory) role in the ongoing professional development of Head Teachers and their curriculum planning.

#### **Organization and Program Profile:**

AS is the student government at SF State and serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State's diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

The ECEC's primary goal is to assist student parents attain their educational goals by providing appropriate care for their young children in a high-quality, convenient and affordable educational setting. Our educational philosophy draws upon a variety of educational approaches to support each child's optimum growth and development as well as make children's learning visible. As a campus-based child care program, we also provide opportunities for student employment and Early Childhood teacher training.

#### **Position Description:**

Under the general supervision of the Early Childhood Education Center Director, the Assistant Director is responsible for ongoing enrollment of children and the Center's developmentally appropriate NAEYC accredited standards for children and adults in the assigned classrooms. Supervises, trains, observes, and evaluates the professional staff, as well as supports counsel and advises parents. Assists with the administration of grant program funding and has part time duties in the classroom in addition to the office.

Center Hours of operation are 7:30am – 5:00pm. Evening and weekend work may be required as duties demand.

#### **Qualifications:**

- BA degree in Child Development or related field (MA preferred).
- Five (5) years teaching in a licensed childcare facility.
- Child Development Director's Permit.
- Two (2) years of head teacher experience (supervising and training staff) in a Center based program.
- Three (3) unit Infant Toddler Development course.
- Experience with NAEYC accreditation procedures preferred.
- Demonstrated experience in effective parent interventions.

#### **EARLY CHILDHOOD EDUCATION CENTER**

**1650 Holloway Ave | Cesar Chavez Student Center | C-134 | S.F., CA 94132**

w: [asi.sfsu.edu](http://asi.sfsu.edu) | p: 415.338.2403 | f: 415.338.0511

**Knowledge of:**

- NAEYC Accreditation standards and current research, code of ethics, best practices, and accreditation standards
- Infant Toddler Environmental Rating Scale (ITERS), Early Childhood Environmental Rating Scale (ECERS)
- Office computer skills (must have experience with Microsoft Office Suite, spreadsheets and formulas, Google suite, and Adobe Acrobat)
- Pedagogy of child growth and development.
- Reggio-inspired philosophy and its relationship to community, environments and learning.
- WestEd's Program for Infant and Toddler Care (PITC) principles and practice
- California's Desired Results Developmental Profile (DRDP) and/or Ages and Stages Questionnaire (ASQ) assessment tools (appropriate to age group).
- The Infant/Toddler and Preschool Learning and Development Foundations, published by the California Department of Education (CDE).
- California Department of Social Services, Community Care Licensing, Title 5 & 22.
- National Health and Safety Performance Standards Guidelines for Childcare Programs.
- Interpret and apply NAEYC and ECE standards, department and University rules, policies, and instructional techniques.

**Salary/Benefits**

Salary: \$70,000-\$75,000/annually (Exempt 12-month position).

This position is eligible for the SF DEC Early Education Salary Support Grant Phase II. Grant Range \$11,000-\$14,000 (in addition to salary)

AS provides an excellent comprehensive benefits package including;

- Medical (CalPERS), dental, vision, for employees and qualified dependents
- 12.5% equivalent of salary towards 403(b) Retirement Plan
- Life insurance (Basic and AD&D Dependent Term Life)
- Long Term disability
- 13 Paid holidays *plus* Personal Holiday
- Sick leave accrued over time, approximately 12 days per year
- Vacation accrued over time, approximately 25 days per year

**Start Date:** April 17, 2023

Successful candidates will begin interviewing the first week of March.

**Additional Requirements**

- Pediatric First Aid and CPR certification
- Health, Safety and Nutrition training (8 hours)
- DOJ fingerprint clearance
- Mandated Reporter training
- Integrated Pest Management Training (IPM)
- Current Health Screening, TB clearance, up to date Covid vaccination and immunizations required by law
- Maintain professional membership in NAEYC or Zero to Three.
- In accordance with applicable laws, we may require a post-offer background check (including a criminal records check) before an applicant can begin employment with us. Failure to satisfactorily complete

the background check may affect the application status of applicants or continued employment of current employees who apply for the position.

How to Apply: Please send cover letter and resume to [asihr@asi.sfsu.edu](mailto:asihr@asi.sfsu.edu) or through this link

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=263330c5-245d-4608-ad19-e76a1d2d1917&cclid=9200441036696\\_2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=263330c5-245d-4608-ad19-e76a1d2d1917&cclid=9200441036696_2&lang=en_US)

**\*\*This position is open until filled\*\***

For general inquiries regarding this position please contact [erica@asi.sfsu.edu](mailto:erica@asi.sfsu.edu)