

**JOB DESCRIPTION**  
**PCCC ASSISTANT DIRECTOR**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Director of Child Care

**GENERAL SUMMARY:** The Assistant Director is responsible for helping in overseeing the day to day operations of the Pittsville Child Care Center. They will work under the direction of the Director to accomplish various daily tasks; including managing paperwork, creating reports, collecting payment, and providing customer service. Other responsibilities may include but are not limited to the following: supervision of other staff members, helping to ensure the child care center's compliance with all federal, state, local, legislation, and District policies and procedures, and working within ratio in the classrooms as needed.

**DUTIES AND RESPONSIBILITIES:** *(include but not limited to)*

1. Maintain Confidentiality at all times.
2. Ensure the safety of each child enrolled in the class whether in the classroom, on the playground, or in common areas;
3. Ensure that the staff is respectful of children and parents, and that the equipment and facilities are clean, safe, and well maintained;
4. Monitor and record all of the required recordkeeping items: numbers of children participating in the program, health records, staff records, training records, and any other information as required to be in compliance with all rules and regulations;
5. Will be responsible to keep current, accurate and confidential staff, client, and program files;
6. Will assist the Director with the PCCC budget;
7. Will assist the Director with staff hiring, training, reporting, and any other required staff items as they arise;
8. Will float within classrooms and work in ratio as needed;
9. Other duties as assigned by your supervisor.

**REQUIREMENTS:**

1. Must be at least 21 years of age
2. At least two years of experience as a child care teacher OR one year experience as assistant director or center director in a licensed child care center or other approved setting.
3. Associate or bachelor's degree or higher in Early Childhood Education or a complementary degree is preferred but not required.
4. Must meet Wisconsin State requirements and Child Care Certifications are necessary
5. WI Registry Certificate - minimum Level 12
6. CPR/First Aid (including infant & child), SIDS/Shaken Baby Certified or be willing to obtain.
7. Must meet annual continuing education requirements.
8. Health exam, background check and TB test required.
9. Ability to perform physical labor as needed for position

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*