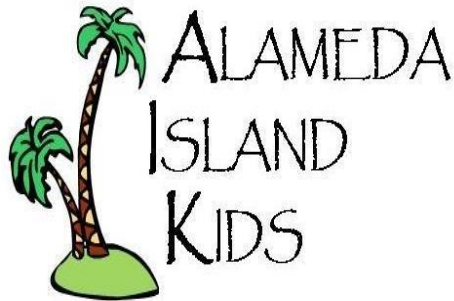


Site Director for School-age Child Care Program, grades K-5<sup>th</sup>, boys & girls



Alameda Island Kids- a service of Girls Inc. of the Island City

Qualified Site Director needed for licensed school-age child care program in the city of Alameda, CA.

**JOB TITLE:** Site Director—Alameda Island Kids at Otis School

The Alameda Island Kids Site Director is responsible for overseeing all aspects of their school site's child care program for boys and girls K-5<sup>th</sup> grade.

**QUALIFICATIONS:**

\*Must be 18 years or older

\*Minimum 12 units, Early Childhood Education or acceptable alternatives plus 3 units Administration or Supervision (as described in Section 101315 CA Health and Safety Code— Title XXII).

\*Experience appropriate to educational and experience levels (as described in Section 101315 CA Health and Safety Code—Title XXII. SEE Teaching experience needed:

BA in Child Development needs 1 year teaching experience

AA in Child Development needs 2 years teaching experience

Completed Child Development courses with no degree needs 4 years teaching experience

\*(Prefer) BA/BS in child Development, Human Development, Recreation or Education.

\*Current Infant/Child CPR certificate, Infectious Disease and Staff Health, and First Aid and Injury Prevention, current Mandated Reporting completion and current Immunization Record of vaccines.

\*Upon hire, employee must also provide/complete the following:

- Mandated Reporting Training on-line AB 1207 Certificate
- Immunization Records for: TDAP, TB, MMR (Measles, Mumps, Rubella) and Influenza (flu shot optional-can decline with written waiver in file)

**Hours of Work:** Exempt, full-time salaried position with benefits: Medical, Dental and Vision  
Split shift M-F 7:00-8:30 am / 11:30 am – 6:00 pm (11:30 am-12:30 pm administrative time). Monthly staff meetings.

AM/PM schedule based on hours of operation at each school. Site Directors work full-time during the school year, and have the option to take time off for 11 weeks during the summer or the option to work during the summer at Girls Inc. summer camps.

**Salary:** \$43K + per year, vacation, sick leave and paid holidays available

### **Supervision/Activities**

- \*Supervises 5-6 staff and up to 84 children
- \*Supervises up to 14 children during program activities and 6 children on field trips.
- \*Creates and follows emergency procedures.
- \*Creates and maintains a safe, nurturing environment for children and staff.
- \*Maintains necessary children's files and staff licensing files on site.
- \*Plans and implements an age and developmentally appropriate program.
- \*Attends mandatory Girls Inc./AIK all staff meetings as scheduled.
- \*Plans and chairs monthly site staff meetings.
- \*Attends and participates in monthly Site Directors' meetings.
- \*Plans and participates in set-up, clean-up and decoration of site.
- \*Creates and maintains positive relationships with parents, children, school site staff and Girls Inc. administration.
- \*Consults with parents and school site staff.
- \*Collects and receipts all appropriate fees and forwards to office in a timely manner.
- \*Purchases supplies for snacks and program and re-caps expenses.
- \*Completes time record and collects and approves program staff time records and forwards to Program Director.

**To apply**, call AIK Program Director, Pam Williams, at 510-521-1743 x 202 for application information and details. **Phone contacts only, no e-mails please.**