

Job Title: Bloomsburg University Campus Child Care Center, Interim Assistant Director
Opening Date: February 5, 2020
Closing Date: February 12, 2020
Anticipate Start Date: March 16, 2020

Position Summary: The Assistant Director of the Bloomsburg University Child Care Center is critical to the day-to-day operations of the center. The Assistant Director interacts with children and staff, provides administrative support, and assists in the maintenance of the Department of Human Services regulation of child care facilities. The Assistant Director is essential to fostering child development and operational efficiency.

Qualifications:

- A high school diploma or a general education or a general educational development certificate
- 30 hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human service field

Applicants should have experience working with children, detail knowledge of the Department of Human Services regulation for child care centers, experience with curriculum planning, supervision, detailed record keeping experience, experience and/or knowledge of state subsidy programs, and be able to demonstrate excellent communication skills.

Responsibilities:

1. Assist the Director in maintaining and implementing the Department of Human Services regulations for child care center.
2. To support the center's philosophies and to assist the Director in the planning and implementation of the center's program goals and objectives.
3. Older toddler classroom teacher. Plan and teach the curriculum in accordance with the Pennsylvania Early Learning Standards.
4. Supervision of center staff and volunteers.
5. Responsible for staff scheduling. This involves maintaining the appropriate coverage in accordance with state regulations throughout the center's operating hours.
6. Enroll new children. This involves initial contact, tours, exploration of program policies and procedures, preparation of agreement, including revisions, account summaries, and review of paperwork to insure accuracy of information.
7. Monitor children's files for health assessments to insure they are on schedule and complete.
8. Monitor files for emergency updates and children's assessment as required by the Department of Human Services.
9. Correspond with state subsidy programs regarding client eligibility. Responsible for monthly attendance reports and annual program reporting.
10. Maintain close communication with parents and provide appropriate information university and community-based resources.
11. Certification in first aid and safety.

12. Maintain accurate times on the eTime System.
13. Duties as assigned by supervisor.

Requirements (finalists must provide documented proof of requirements prior to final consideration):

- BU Child Staff Information Form.
- Proof of Age (driver's license, birth certificate, passport)
- Proof of qualifications are required. (Copies of high school diploma, college/university degree and transcript are accepted).
- Health Exam Form (date of exam must be within the month of hire).
- Mantoux TB test (date of test must be within the month of hire. Test administered date, test read date, results and signature of person who administered it are required).
- Two (2) written character references (non-family members) signed and printed, signature required.
- PA Child Abuse History Clearance
- PA Criminal Record Check
- FBI Federal Criminal History Record (fingerprinting)
- National Crime Information Center / National Sex Offender Registry (NSOR)

Original clearances must be provided. Copies will be maintained in the staff file.

Application Procedure:

Qualified applicants are required to provide a cover letter, resume, and three references to the chair of the search listed below. All application documents must be received prior to the closing date listed above. Email PDF applications to hnoll@bloomu.edu or mail hard copies to:

Holly Noll
Bloomsburg University Campus Child Care Center
Montour Hall
400 East Second Street
Bloomsburg, PA 17815