



Assistant Director Job Description

Organizational Overview

The **Coordinated Child Development Program (CCDP)** has provided quality, affordable child care to families in Ontario County, New York, and surrounding communities since 1973. The organization is governed by a **Board of Directors** representing educators, parents, businesses, and community professionals who contribute expertise and insight to support CCDP's mission.

Definition

The **Assistant Director** supports the **Director** in ensuring the successful day-to-day operation of assigned site(s). This includes maintaining compliance with **OCFS regulations**, supporting staff and families, and promoting a high-quality early childhood environment aligned with CCDP's philosophy and the **NYS Early Learning Guidelines**.

Key responsibilities include, but are not limited to:

- Supporting the Director with **hiring, onboarding, and termination** of site staff, with input from the corporate office.
- Assisting in the **development and enhancement of a quality child care program** that meets OCFS and QualityStarsNY standards.
- Overseeing **child enrollment paperwork** and maintaining accurate, confidential records.
- Managing **correspondence with families** to ensure clear, professional communication and strong family partnerships.
- Providing **classroom support** for behavior management and positive guidance strategies consistent with OCFS and CCDP policy.
- Ensuring adherence to **OCFS regulations**, including supervision, safety, documentation, and staff training requirements.
- Completing **monthly tasks** such as fire drills, capacity checks, CACFP and DSS reporting, and center compliance checklists.
- Supporting staff in maintaining **active supervision**, proper documentation, and safe environments.
- Collaborating with the Director to ensure **staff development, team communication, and program consistency** across classrooms.
- Participating in **community engagement activities** and representing CCDP professionally in all interactions.

Qualifications

- **Associate's Degree** in Early Childhood Education, Elementary Education, Human Services, or a related field; or
- **Child Development Associate (CDA)** credential; or



- **One year of managerial or supervisory experience** with demonstrated knowledge in fiscal administration, staff development, and program management.
- Knowledge of **child and family systems**, early childhood best practices, and OCFS regulations.
- Strong **written and verbal communication skills**.
- Ability to maintain **confidentiality**, professionalism, and ethical standards.
- Willingness to participate in **community-related functions** and professional development.

Physical Requirements

- Must be able to lift to **40 lbs**.
- Must be able to stand, sit (including on low children's chairs), walk, bend, and sit on the floor.
- Must actively participate in **fire drills** and emergency procedures.
- Must be able to **maneuver stairs** during drills or emergencies.
- Must be able to **accompany and interact with children** on field trips and bus rides.
- Must be able to **go outdoors daily** (weather permitting).
- Must be capable of working the hours required by the position.

Evaluation of Job Performance

The Assistant Director will undergo a **formal annual evaluation** on their anniversary date, conducted by the **Director** with review by the **Executive Director**. Evaluations will be based on:

- Fulfillment of responsibilities listed above
- Adherence to OCFS regulations and CCDP policies
- Leadership effectiveness and staff support
- Communication and family engagement
- Program quality and compliance outcomes

Goals for the following year will be established collaboratively. The Assistant Director will acknowledge receipt of the evaluation by signing the report.



Managed by the Coordinated Child Development Program
55 Wilcox Lane, Canandaigua NY 14424
www.ccdpkids.net

Acknowledgment

I have read and understand the responsibilities, expectations, and conditions outlined in this job description. I acknowledge that this document reflects the current scope of the position and may be updated as needed to meet program requirements.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____