

Vail School District  
Job Description

**Job Title: SITE ASSISTANT DIRECTOR**

**Department:** Community Programs

**Reports To:** Site Director

**FLSA Status:** Non-Exempt

**Level:** 14

**Revised:** 08/14/2018

**SUMMARY**

Works with the Site Director and Regional Site Director to provide general clerical, administrative and supervisory duties, including training and mentoring staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Clearly and effectively articulates the philosophies and goals of Community Programs to staff, families and the community.
- Assists with curriculum, documentation, professional staff development, and mentoring.
- Assists in the recruitment and interviewing for staff.
- Assists the Site Director and Regional Site Director with supervision and evaluation of staff.
- Assists in the formulation of staff schedules, parent/community events, field trips, and Vail Discovery Camp.
- Serves as the administrative designee in the absence of the Site Director.
- Adheres to all Vail Unified School District, DHS Licensing, and Quality First policies and procedures.
- Schedules staff substitutes on an as needed basis.
- Assumes duties of absent staff members when necessary.
- Attends Community Programs Site Director meetings and other required meetings.
- Performs a wide variety of special assignments from confidential to supervisory with minimal supervision on behalf of the Regional Site Director.
- Assists with 90 day and yearly evaluations of employees according to established Community Programs.
- Maintains a work atmosphere that generates trust, confidentiality, collaboration and caring.
- Assists with the supervision of the physical plant.
- Demonstrates knowledge of District's EEO policy. Show respect and sensitivity for cultural differences. Educates other on the value of diversity. Enforces a harassment-free work environment and builds a diverse workforce.
- Must have considerable knowledge of Community Programs and policies.
- Performs duties assigned by the Site Director, Regional Site Director, Enrichment

Program Coordinator and/or the Director of Community Programs.

- Must be able to establish and maintain effective working relationships with the Governing Board, Community Programs personnel, representatives of local and state agencies, families, and the public.
- Must be able to work with a diverse population, including those with various individual needs.

### **SUPERVISORY RESPONSIBILITIES**

This position is responsible for the indirect supervision of employees, as assigned by the Site Director or Regional Site Director

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and EXPERIENCE**

- Associate's Degree or CDA certificate AND minimum two years experience in childcare, education or other closely related field.
- Preferred Education: AA or Bachelors Degree in appropriate field of study.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Community Services.

### **ABILITIES**

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

### **CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional student or customer situations. Responds promptly to customer needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

### **ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process.

Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

### **REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be able to obtain and maintain a valid Arizona Fingerprint Clearance Card. Ability to obtain CPR and First Aid certifications. Must submit a report of a negative Mantoux skin test administered no later than 12 hours after the employment start date; or a physician's written statement that the employee is currently free of tuberculosis.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.