**Assistant Group Supervisor  
Job Description**

**Reports to:** Program Supervisor  
**Supervises:** N/A

**Qualifications:**

* High school diploma or GED certificate and 30 credit hours from an accredited college or university in the early childhood education, child development, special education, elementary education or the human services field, OR
* High school diploma or GED certificate and 15 credit hours from an accredited college or university in the early childhood education, child development, special education, elementary education, or the human services field and one year experience with children, OR
* High school diploma or GED certificate and two years’ experience with children

**Job Description:** Under the supervision of the Group Supervisor, provide a safe and nurturing environment, responsive care, active supervision, and high-quality individualized learning experiences to a group of young children. Use age-appropriate and developmentally appropriate materials and best practices to carry out daily activities to support children’s social, emotional, cognitive, motor, academic and language competencies. Establish and maintain positive and productive partnerships with staff, children, parents, and the community. Comply with DHS regulations, Keystone STARS standards, CACFP regulations, and NAEYC accreditations.

**Classification:** Hourly, non-exempt

**Salary Range:** Pay Grade 5-7

**General Requirements:**

* Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire.
* Recognizing and Reporting Child Abuse training completed within 90 days of hire and renewed according to policies.
* Physical examination and Tuberculosis test prior to hire
* Maintain up to date Pediatric First Aid and CPR certification as required
* Job-related training, as assigned
* Physical ability to perform essential job functions without any health restrictions, including the ability to sit or stand for long periods of time; lift, and carry up to fifty pounds, have unrestricted use of the upper body; corrected or uncorrected hearing and vision within normal ranges, and a clear speaking voice; and other abilities necessary to ensure child safety in the facility and in the community, such as, but not limited to the following:
  + Ability to bend, squat, reach, kneel, and climb stairs
  + Ability to move from a sitting to standing position quickly, safely, and without difficulty
  + Ability to chase an eloping child
  + Ability to join the children’s active play including jumping and running, indoors and outdoors
* Ability to assume all teacher job responsibilities in teacher’s absence.

**Required Knowledge, Skills and Abilities:**

* Knowledge of the following:
  + CACFP (Child and Adult Care Food Program) regulations
  + DHS (Department of Human Services) regulations
  + DCDC Policies and Procedures: Personnel Policies and Employee Handbook
  + Early childhood safety standards
  + PA Early Learning Standards
* Skill in the following:
  + Communication including reading, speaking, writing and listening
  + Building and maintain positive relationships with staff, community stakeholders, families, and children
  + Use of a keyboard, personal computer, Microsoft Office Suite, and ipads
* Ability to perform the following:
  + Read, calculate, measure, and compile information as necessary for reports, scheduling and ratios
  + Interpret regulations and directives
  + Explain regulations and directives to subordinates in absence of group supervisor
  + Problem solve
  + Work independently of day-to-day supervision
  + Work as part of a team
  + Report directly to ChildLine, any suspected abuse, and alert DCDC administrative staff of the situation
  + Maintain emergency information and recognize emergencies and take action if necessary
  + Assist in Fire Drill procedures to aid in evacuation

**General Job Responsibilities:**

* Communicate regularly with staff
* In conjunction with the Program Supervisor, assist in fostering a team environment with fellow staff and parents
* Conduct yourself as a positive, professional role model for others working with children
* Prompt and regular attendance to assigned area.
* Learn, understand and cooperate with the philosophy of the program
* Attend center sponsored meetings and/or events as required
* Carry out additional duties as assigned by the Program Supervisor or administrative staff for the efficient quality operation of the program.
* Use nonpunitive ways of dealing with inappropriate behaviors
* Maintain program confidentiality and a professional demeanor at all times

**Specific Job Responsibilities:**

*Curriculum and Environment:*

* Plan and implement a curriculum of developmentally appropriate daily activities and long-term goals that follow the highest goals of early childhood education. Adapt the curriculum and classroom environment to meet the individual needs (ie: cognitive, physical, social emotional, language, and learning styles) of all children.
* Provide constant supervision, ensuring the safety of every child. Supervise and interact with children in all activity areas, inside and outside, with appropriate sense of constant accountability.
* Use space, materials and routine as resources to encourage active exploration and physical, social, nutritional, emotional, language and cognitive development that is appropriate to each child’s needs, based on individual development
* Participate in all of the routines of the daily program including eating with child, modeling proper table manners, encouraging conversation, sharing the same menu, establishing and maintain daily health routines such as toileting, diapering, handwashing. Assist with being flexible in the daily schedule based on routine care and needs of children
* Help to prepare materials, bulletin boards, learning activities, records or reports necessary for the children of the program. This includes, lesson plans, attendance sheets, developmental assessments, etc.
* Involve children and tend to children’s personal needs and all phases of self-care (feeding, diapering, dressing, toileting, hand and face hygiene, etc).
* Assist children to be self-reliant, relate to others, and follow safety rules
* Responsible for direct supervision of assigned group of children and utilizing supervision cards
* Supervise and help direct the activities of teachers’ aides, substitutes, volunteers, and others working with children
* Through good management and staff supervision, maintain a safe, well-organized classroom that reflects children’s developmental level, multisensory and attractive equipment and supplies, and overall center in a continuously neat and orderly fashion. Keep materials sanitized, in good repair, and stored in a safe manner.

*Family Engagement:*

* Offer conferences with parents/guardians of children under your immediate supervision minimally twice per year or as requested by a parent when needed
* Maintain open communication with parents daily. Encourage parent involvement and participation in functions.
* Initiate and maintain collaborative partnerships with parents based on mutual trust and respect
* Maintain regular communication with parents during daily drop off and pick ups.
* Encourage and support parent participation in the Board of Directors, parent conferences, and other family engagement activities

*Program Operations:*

* Document daily observations
* Follow policies and procedures according to the Personnel Policies and Employee Handbook
* Administer medication per policy to children when requested by parents
* Detect and report children’s ailments including cuts, bumps, on Incident Report forms. This includes mandatory reporting of any suspicious injuries or marks to a member of Administration immediately.
* Responsible for understanding and following NAEYC’s Code of Ethics
* Follow DHS regulations at all times

*Professional Development:*

* Assume responsibility for ongoing personal professional growth and development
* Maintain your professional development record on the PA PD Registry at pakeys.org
* In conjunction with the Education Director, develop an individualized annual professional development plan
* Attend program meetings, and when possible, bring forward issues, concerns, ideas and problems. Share pertinent meeting notes/information received at this meeting with relevant coworkers.

**Working Conditions:**

Working conditions are typical for an early childhood program and may require occasional weekend and/or evening work.

**Acknowledgement:**

This job description is intended to describe the nature and level of work for individuals employed in the capacity of “Assistant Group Supervisor.” It is not an exhaustive list of all responsibilities and duties. Your signature below will serve to acknowledge receipt of the job description and an understanding of the requirements of the position.

**Candidate’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Witness’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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