

**SUNRISE RECREATION AND PARK DISTRICT  
CLASSIFICATION SPECIFICATION**

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**JOB TITLE:**        **Assistant Site Director  
(Hourly Intermittent)**

**DIVISION:**        **Recreation and Community Services – Before and After School  
Programs**

**CLASS DEFINITION:**

Assists the Recreation Services Manager in the planning, organization, development, and supervision of the programs and functions of the District's before and after school programs and with the daily supervision of staff and activities at the site. Disciplines children and meets with parents to provide information on District policies and procedures, to respond queries and to resolve a variety of issues and complaints. Maintains safe, secure, clean and orderly classroom and playground environments; independently performs a variety of administrative duties to support site operations and programs; plans and implements age-appropriate curriculum; assists teachers and aides during transition periods and as needed; represents the program with community groups and members of the public; and performs special projects as assigned and related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in this classification are temporary employees and may not advance to permanent status in any District job classification. Hours of work vary based on the daily census of program participants. Incumbents in this classification are distinguished from the Head Teacher classification by the scope and complexity of position duties and responsibilities and the level of independent judgment and authority exercised while performing the essential duties of the classification.

**SUPERVISION RECEIVED/EXERCISED:**

The Assistant Director classification receives general direction from Recreation Services Manager. Incumbents provide day to day lead supervision to the activities and staff at an assigned program site.

**EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Assists the Recreation Services Manager with the planning, organization, development, supervision and coordination of the programs and operations of the District's Daycare Programs; and provides input to the development of program and operational policies and procedures

- Ensures appropriate teaching staff levels based on daily student population; disciplines children as appropriate; and meets with parents to respond to queries relative to program policies, procedures, activities, and fees and to resolve a variety of issues and complaints
- Provides input to the selection, training and evaluation of staff; and provides day-to-day supervision of staff and activities and site operations
- Performs a variety of administrative tasks in support of the program and site operations including development and maintenance of a variety of records and reports; enrolling students, calculating and receiving fees, posting revenues to the District's accounting system and maintaining related financial and customer account records
- Assists with the purchasing and ordering of food and office and program supplies
- Ensures the safety, security, cleanliness and orderliness of classroom and playground environments; notifies the Manager of problems encountered with site maintenance, children and/or parents; recommends and implements appropriate solutions
- May open or close and secure site each day by assisting teachers with setting up, cleaning up, as needed, locking/ unlocking all doors and setting/disarming alarms
- As student population requires, plans and implements age-appropriate curriculum, events and recreational activities at an assigned site; configures classroom and furniture to accommodate planned activities and student population; and stimulates interest while teaching and supervising program activities
- Assists teachers and aides as children transition between rooms and programs; walks students to kindergarten when teachers are unavailable; and helps to track and document arrival and departure times of program participants
- Administers prescription drugs and medicines in accordance with established policy and procedure; promotes safety procedures around students; and provides first aid as required
- Performs other job-related duties as required

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- May represent the District's before and after school program to community groups

**EMPLOYMENT STANDARDS:**

**Education and Experience Guidelines:**

Incumbents in this classification must possess one of the following:

1. Equivalent to completion of the twelfth (12th) grade supplemented by completion of fifteen (15) units in early childhood education which includes three (3) units in administration or staff relations; and at least four (4) years teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or
2. An AA Degree from an accredited college or university with major emphasis in early childhood education or child development which includes three (3) units in administration or staff relations; and at least two (2) years teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or
3. A BA Degree from an accredited college or university with major emphasis in early childhood education or child development which includes three (3) units in administration or staff relations; and at least one (1) year teaching experience in a licensed day care center or comparable group child care program, under the supervision of a qualified teacher or director; or

**Knowledge of:**

- principles, practices and procedures of childcare center operations, programs and services
- interests, capabilities, handicaps and age-appropriate recreational activities for elementary school-age children
- laws, rules and regulations relative to childcare center operations, programs and services
- principles and practices of effective supervision, employee development and performance management
- effective methods of planning and implementing age-appropriate recreational activities, programs and special events for children
- behavior modification techniques and appropriate methods for disciplining children
- basic first aid, health, hygiene and safety practices
- personal computer operation and software applications
- filing methods and recordkeeping practices applicable to the maintenance of a variety of administrative, personnel, payroll, and financial records
- community resources and organizations

**Ability to:**

- direct and supervise the functions and activities at an assigned site
- select, train, supervise, motivate and evaluate staff
- plan, organize and implement activities at a day care site
- exercise tact, judgment and patience in dealing with children, parents and staff
- supervise and appropriately discipline children, participate in program activities, field trips and/or perform exercises with children
- understand, interpret and explain District and program policies, rules and operational procedures
- maintain attention to detail in a work environment of frequent interruptions
- establish and maintain a variety of site records
- effectively operate a personal computer and other standard office equipment
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities

- perform essential duties of job without causing harm to self or others

**Licenses/Certification Required:**

- Possession of a valid class C California Driver's license and a satisfactory driving record
- Possession of a certificate of completion of CPR and first-aid training
- Possession of a certificate of completion of a child health care class

**WORKING CONDITIONS:**

**Environmental Conditions:**

Incumbents perform job duties primarily in a temperature controlled office or classroom environment and in close contact with children of various ages, their parents and other District staff. Incumbents are occasionally exposed to varying climate and temperature conditions, including heat and cold and frequently travel to various program sites or on field trips in a vehicle. Incumbents are exposed to dust, constant noise and chemical cleaning solvents on a daily to weekly basis.

**Physical Conditions:**

Essential duties of an Assistant Director requires the ability to sit for extended periods; repetitive use of feet and hands and finger dexterity; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to see to supervise children and view objects within one to twenty feet and to differentiate basic colors and shades of color; to maintain body equilibrium to prevent falling on, slippery surfaces; to twist, climb, stoop, kneel, crouch, stand, run and walk; to place hands in water to perform cleaning tasks; to use hands and arms to reach in any direction; to lift, carry, push, pull, and grasp a variety of objects, such as vacuums and furniture, weighing between 5 and 25 pounds on a daily basis.

**OTHER:**

**FLSA STATUS:** Non- Exempt

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

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