



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission POSITION DESCRIPTION

- Position:** Assistant Site Manager
- Reports To:** Site Manager
- Supervises:** Site Teacher Aides, Cook(s) and Clerk
- FLSA status:** Exempt

Position Purpose:

The Assistant Site Manager assists the Site Manager with the oversight of day to day operations of the center and meeting the Head Start Performance Standards, Public Health Regulations, and DCFS Licensing Standards.

Specific Duties and Responsibilities

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Maintain a safe, healthy, well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Maintain a developmentally appropriate education program that is inclusive of all children and based on best practices defined by Head Start Performance Standards, NAEYC, and Illinois Early Learning Standards.
- Monitor educational activities to ensure that the education and early childhood development plans, including child health, nutrition and mental health activities, are fully implemented.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- Monitor and ensure compliance with Performance Standards, Public Health, Child and Adult Care Food Program (CACFP) and appropriate regulations.
- Ensure local, state and federal rules and regulations are followed at the site, in addition to program policies and procedures.
- Follow purchasing policies to maintain classroom equipment and supplies.
- Conduct and oversee screening and on-going assessment of child progress.
- Participate in orientation of new employees and volunteers.
- Maintain adequate staffing and provide supervision and training to child development, cook and clerical staff, as required.
- Support staff professional development and quality services through classroom observations and input into annual written performance evaluations.
- Assist with payroll data entry. Monitor and approve staff time, travel, and reimbursement requests, as required.
- Participate in investigations of violations of policies and procedures and the grievance process, as required.
- Participate in classroom activities, as needed, modeling appropriate child guidance techniques and language.
- Promote parent involvement in the child's development through home visits, parent-teacher conferences, and participation in parent meetings
- Ensure that child development information is maintained in family files and that accurate, complete and confidential client records are maintained.
- Participate in professional development activities, including program improvement committees.
- Represent the program in the community.
- Assist with recruitment activities as assigned.
- Other related duties as assigned.



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Required Knowledge:

- At a minimum, an Associate Degree in Early Childhood Education or Child Development or equivalent degree with 30 hours of coursework in early childhood education or child development and three credit hours of business administration in early childhood.
- CLASS observer certified preferred.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Prior direct supervision experience with teams of 20-30 people preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment, staffing, and operations management preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- coach staff and provide reflective supervision
- document and provide feedback on employee performance and accountability



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- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- conduct classroom observations
- complete health and safety assessments of the facility
- reinforce curriculum and classroom management methods
- lead trainings and meetings
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- Sit, stand, and walk 95% of workweek
- travel 5% of work week
- lift and carry a child up to 50 pounds

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may be high due to classroom noise and visitors
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites



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Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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