

SAMPLE JOB DESCRIPTION

When using this sample job description you may need to adjust the contents in relation to your needs and employment agreements

Children's Services Professional Level 3

Assistant Director

1. **Title of position:**
Children's Services Professional Level 3 (**CSP Level 3**)
 2. **Award /Agreement**
Refer here to relevant NAPSA, PCSA, AWA, collective agreement or Child Care (South Australia) Award
 3. **Special conditions**
 - Attendance at out of hours meetings, training and service functions
 - Satisfactory Offender History Report
 4. **Qualifications and requirements**
 - Diploma in Children's Services or equivalent qualification in accordance with Child Care Centre Regulations (1998)
 - Current Senior First Aid certificate
 - Current Mandated Notification training certificate
 - Appropriate skills knowledge and training in food safety and hygiene as required under the Food Safety Legislation (2001)
 - Qualification allowance may apply at this level – refer to the Child Care (SA) Award, Schedule 1 for details. The intent of this allowance is to acknowledge recognised (*e.g. AQF*) and relevant (*e.g. Graduate qualification in Management*) training over and above the qualifications required for the position.
 5. **Position Objectives**
 - Work within the centre's philosophy of care and maintain confidentiality
 - Assist the Director in the management and supervision of service employees
 - Develop continual learning practices to increase own professional knowledge
 - Provide quality care that meets the individual and group needs of children at the appropriate developmental level
 - Liaise with and lead a staff team in the provision and evaluation of routines and developmentally appropriate, high quality programs
 - Contribute to the development of the service's policies
 - Provide staff leadership and management support
 - Provide operational and financial support to the Director
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6. Requirements of the Job

Key Areas - Skills

- Effective written and oral communication skills
- Ability to accept and provide supervision and direction
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to work with and plan effective programs for individual children with particular needs
- Highly developed observation and reporting skills
- Ability to contribute to and lead group discussions
- Ability to work in a team and autonomously
- Effective leadership, supervisory and interpersonal skills
- Effective time management skills
- Ability to supervise, co-ordinate and direct staff, students and volunteers
- Ability to oversee groups of children and staff
- Emerging administration and management skills
- Ability to plan and co-ordinate in-service training for staff
- Work within Legislation to ensure service provision is equitable.
- Ability to deal calmly and effectively with a number of urgent matters at once.

Key Areas – Knowledge

- Sound knowledge of current child care practices
- Sound knowledge of child development
- Thorough knowledge of methods of observing and recording children's development
- Sound knowledge of child health including nutritional requirements, infectious diseases and infection control
- Thorough knowledge of QIAS and the SACSA Framework and related support for staff
- Sound knowledge of Licensing Regulations
- Comprehensive knowledge of centre's philosophy, policies and procedures
- Thorough knowledge of work practices
- Knowledge of adult learning principals
- Knowledge of administrative functions of the service

7. Responsibilities and duties

- Work within the service's policies, procedures and philosophy
- Responsible for the quality of own work
- Provide supervision, guidance and support for staff, students and volunteers
- Work within appropriate centre time lines

- Liaise with, and lead staff, in the development, implementation and evaluation of high quality programs based on individual and group needs of children
- Assist and supervise staff and students in the provision of objective, written and oral observations of children
- Supervise the development, implementation and evaluation of daily routines in consultation with staff
- Ensure that children's records are maintained, regularly updated and appropriately stored
- Deal with emergencies and hazards, direct other staff accordingly and report to the Director as soon as possible
- Provide a safe and healthy environment for children and adults

8. Liaison with the Director

- Carry out the functions of an Assistant Director
- Liaise with the Director in the provision of quality programs and the maintenance of a safe and healthy environment for children and adults
- Support the Director in administrative functions
- Support the Director in the development and review of centre policies and procedures
- Support the Director with parent and community liaison
- Support the Director in the marketing of the service
- Support the Director in the financial management of the service

9. Occupational health and safety

- Take responsibility to read and understand relevant information and to assist other staff to do so
- Take reasonable care to protect own safety in the workplace and avoid adversely affecting the health safety and welfare of any other person through any act of omission, neglect or misconduct at work
- Ensure work practices are consistently within Commonwealth and State Legislation and organisational guidelines relating to Occupational Health and safety, equal opportunity and anti-discrimination in the workplace.

10. Organisational relationships

- Responsible to the Director and through her/him to the service operator/management
- Number of staff reporting to this position: At the discretion of the Director and within Licensing requirements
- Number of volunteers reporting to this position: At the discretion of the Director and within Licensing requirements

11. Extent of authority

- Work outcomes are monitored by the Director
- There is freedom to act and use initiative within established guidelines

- Has authority to direct staff below CSP Level 3, students and volunteers
- Responsible for the day to day running of the centre in the temporary absence of the Director and within the constraints of the centre's policies, procedures agreed guidelines and legal requirements
- Responsible for management, and legal compliance, during the temporary absence of the Director

DECLARATION

I have read the CSP Level 3 Job Description and agree to carry out the responsibilities and duties of this position diligently and to the best of my ability.

Name:

Signature:..... Date

Witness: Position:

Signature: Date

