



Imprints
cares

Nurturing Children. Supporting Parents.

Changing Communities.

Job Title: Ready for School, Assistant Director

Status: Full-Time Exempt

Job Code: AD-0119

Date: January 14, 2019

The Ready for School Assistant Director serves as an ambassador of Imprints Cares by supporting the Ready for School Director in operational leadership and development. Imprints Cares is an early childhood education nonprofit, our mission is to enrich the lives of young children while supporting families through the journey of parenthood. The Assistant Director will be responsible for supervising staff, ensuring program compliance, and continued quality improvement following the Parents as Teachers home visitation model and other parent enrichment programming. Working collaboratively with community partners, the Assistant Director will be actively engaged in building relationships, cultivate funding, and program evaluation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides supervision of family educators to ensure high quality home visitation standards and on-site programming in pediatric offices.
- Works in collaboration with Imprints Cares leadership and staff in exploring opportunities for growth and enhancing program opportunities.
- Actively engaged in identifying and pursuing philanthropic funding opportunities.
- Creates effective program plans and engages in continuous quality improvement efforts.
- Ensures compliance through the development and implementation of guidelines and policies.
- Monitors successful attainment of specific aims and objectives.
- Assists in the hiring, training, supervision, and evaluation of staff.
- Responsible for managing certain aspects of the budget and monitoring expenses.
- Adept at leading a team through transparent communication, established expectations, and high-quality performance standards.
- Works closely with staff to identify opportunities for program improvement and supports the cultivation of innovative solutions.
- Works with staff to schedule and organize group connections and other community outreach opportunities.
- Strong commitment to accountability, measuring outcomes, and producing high quality reports.
- Works closely with Imprints Cares leadership to ensure best practices are in place.
- Serves as an ambassador for Imprints Cares, is actively engaged in driving the mission of the organization.

Ready for School, Assistant Director Job Description Continued

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in child development, education, sociology, psychology, or related field.
- A minimum of three years' experience with a home visitation program or similar field/position.
- Experience supervising staff.
- Trained through Parents as Teacher model, preferred but not required.
- Experience with grant writing and reporting.
- Proficient in MS Office, visit tracker and/or other data management systems.
- Adept in organizational leadership and team building.
- Strong interpersonal communication and public speaking skills.
- Respects diversity with an inclusive attitude.
- Embraces a strong team working environment.
- Able to work independently with strong time management and critical thinking skills.
- Commitment to professional development.

REPORTING RELATIONSHIP:

The Ready for School Assistant Director will report directly to the Ready for School Director with a secondary reporting obligation to the Imprints Cares Executive Director.

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