

Position Title: Assistant Director, Infants
Vacancy Announcement Number: CAO-Reql12
Office/Location: U.S. House of Representatives, Washington, D.C.
Posting Date: Oct 6, 2020
Closing Date: Oct 20, 2020
Salary Level/Range: \$80,924 - \$91,684

Job Summary:

The Office of the Chief Administrative Officer (CAO) provides operations support services and business solutions to the community of 10,000 House Members, Officers and staff. The CAO organization comprises more than 650 technical and administrative staff working in a variety of areas, including information technology, finance, budget management, human resources, payroll, child care, food and vending, procurement, logistics and administrative counsel.

The Assistant Director, Infants, is responsible for the direct management of teaching staff and overseeing the day-to-day delivery of exemplary child care services to the House Community, particularly the planning, implementing and evaluating of a daily and long-term curriculum. Responsible for ensuring the safety and wellbeing of young children and assisting in identifying and addressing behavioral and developmental concerns.

The Assistant Director is responsible for staying up-to-date on current research, best practices and trends in early childhood development and education and modeling high quality work. Responsible for supporting, coaching and empowering the classroom teachers and providing overall management and supervision. The Assistant Director will assist the Director and staff with Center related projects and programs, and personnel activities (selection, training and development, evaluation, etc.).

PRIMARY DUTIES/RESPONSIBILITIES:

1. Responsible for the oversight of the day-to-day delivery of child care services in classrooms in assigned age-group.
2. Be an active leader in the Child Care Center and the CAO. Work to build community across the Center.
3. Participate in the recruiting, selection and hiring activities to appropriately staff classroom needs, and support on going staff development and performance management.
4. Partner with the HCCC administrative team to appropriately address employee conflicts and promote team building in the classroom.
5. Prioritize health and safety.
6. Coordinate and oversee developmentally appropriate, child-centered curriculum and assessment planning, implementation, and documentation.

7. Maintain accurate records and logs in a timely and organized fashion.
8. Develop and maintain familiarity and compliance with, and established systems for meeting all applicable legal requirements, House Rules, Committee and CAO policies and procedures, as well as specific House Child Care Center practices and procedures.
9. Ensure effective use of materials and resources.
10. Treat all children, families, and staff with dignity and respect, allowing for individual differences. Build positive relationships with teachers, administrators, children and families.
11. Seek and attend ongoing professional development and demonstrate an attitude of continual growth. Attend cross organizational trainings within the CAO.

Qualifications:

- Minimum 5 years of relevant experience
- Minimum Bachelor's degree in Early Childhood Education (or equivalent)
- Minimum 5 years of working in a child care center classroom, preferable in a supervisor or lead role. Previous experience in child care center administration preferred
- Experience and interest in working with young children and their families in an early childhood setting.
- Experience and interest in working with teaching staff in an early childhood setting.
- Knowledge of basic child development as well as the ability to understand the developmental progress and identify the needs of all applicable children.
- Ability to understand child care educational research and/or best practices and convert/apply to the classroom.
- Knowledge of developmentally appropriate and culturally sensitive early child curriculum (Creative Curriculum and Conscious Discipline preferred) and methods of observing, recording, and evaluating child behavior
- Ability to work successfully independently and in teams.
- Demonstrated leadership skills.
- Ability to understand and follow specific instructions and procedures.
- Ability to analyze problems and recommend appropriate solutions/changes.
- Ability to organize and plan effectively. Detail oriented with the ability to work under stress, manage multiple tasks, and meet deadlines.
- Proficient in using varied information and automated office systems to include computers and mobile devices, MS Office, web-based systems, copier, phone, etc.
- Ability to handle sensitive and confidential matters with tact, as well as the ability to exercise judgement and discretion.
- Ability to successfully complete and apply applicable training, technical and otherwise.
- Ability to sustain a high level of energy and a positive, professional attitude
- Ability to meet minimum physical requirements:
- Flexibility with scheduling and availability to work additional hours as needed.

- Ability to acquire and maintain Infant/Child/Adult CPR Certification. Required within 30 days of hire date.
- Ability to acquire and maintain First Aid Certification. Required within 30 days of hire date

Applicant Instructions:

Qualified candidates please submit your resume online by following the instructions in this link: house.csod.com/ux/ats/careersite/1/home/requisition/112

For information concerning the CAO's collection of personal information, please see cao.house.gov/privacy

Hiring for this position is governed by the Veteran's Employment Opportunities Act. Applicants seeking veterans' preference consideration should contact a CAO Human Resources representative at CAOHumanResources@mail.house.gov for further information.

Disclaimer:

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age.

Continued employment is contingent upon satisfactorily completing a criminal history records check (or other applicable security clearance) and pre-employment drug-test (pre-identified position only).

Title 1 of the Ethics in Government Act of 1978, as amended (5 U.S.C app§ 101 et seq.) requires certain House employees to file Financial Disclosure Statements. For information please visit clerk.house.gov/public_disc/index.aspx