AUBURN
Human Resources

Asst Dir, HELC

Job Description

JOB INFORMATION

Job Code	AD64
Job Description Title	Asst Dir, HELC
Pay Grade	AA10
Range Minimum	$53,120
33rd %	$65,510
Range Midpoint	$71,710
67th %	$77,900
Range Maximum	$90,300
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Reporting to the Executive Director of the Harris Early Learning Center (HELC), located in Birmingham, this position oversees day-to-day operations for the HELC, to include oversight of enrollment and recruitment, employee supervision, and acting Human Resources Liaison (HRL) for the Center.

RESPONSIBILITIES

- Receives applications, maintains waiting lists, and offers spaces to prospective families. Organizes Family Orientation for new and currently enrolled families. Communicates with prospective families; answers questions regarding enrollment, curriculum, schedules, tuition, and appropriate guidelines; and provides on-campus tours.
- Communicates and collaborates with families to address classroom concerns. Recommends additional consultation, as necessary.
- Collaborates with and assists the HELC Executive Director to review lesson plans and address concerns expressed by employees, families, and/or colleagues. Performs biannual classroom observations, and provides constructive feedback to improve performance. Conducts annual performance evaluations, addresses performance issues, and holds disciplinary meetings as required. Maintains and manages daily schedule and calendar for leave requests, as well as spreadsheets containing National Association for the Education of Young Children (NAEYC) memberships, and staff certifications, including, but not limited to, CPR/First Aid, Schoolcast, and Procare.
- Oversees the contact and screening of applicants, as well as interviewing potential candidates, assessing candidate qualifications, and processing hiring proposals. Completes applicant background checks and I-9 verifications, as well as schedules new employee orientation.
- Collaborates with the Executive Director to plan HELC celebrations, Staff Development Days, Teacher of Excellence Banquet, Book Fair, and other fundraisers. Oversees and collaborates with community and corporate sponsors.
- Oversees and manages personnel information, to include staff credentials, tracking required renewals, and ensuring all personnel maintain appropriate credentials, including NAEYC memberships, CPR/First Aid, TB Test, physical screening, background checks, required annual training, and other requirements that must be updated and/or renewed regularly.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Child Development, Early Childhood Education, or closely related field	and	6 years of	Progressively responsible experience in Childhood Development, or related field. Working knowledge of NAEYC guidelines.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of Child Development (Birth to 5 yrs.), Best Practices in Early Childhood Education, Curriculum, Guidance/Disciplinary Strategies in the Classroom, Classroom Management, Supervision, NAEYC guidelines, DHR, Jefferson County Department of Health (JCDH).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Cardiopulmonary Resuscitation (CPR)		within 60 Days	Required	And
First Aid Certification		within 60 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.