



16233 SOUTH 48TH ST. PHOENIX, AZ 85048
HORIZONHONORS.ORG // 480.659.3000

Club Horizon Assistant Director Before & After School Childcare

Essential Duties:

Responsible for assisting the Club Horizon Director in the Club Horizon program development and implementation

Model the school values and philosophy in the development of the Club Horizon program

Ensure all students safety on a daily basis through the development and supervision of the Club Horizon program

Utilize problem-solving strategies with students and parents aligned to Horizon Honors Mission and Guiding Principals, under the direction of the Club Horizon Director

Supervise staff of Club Horizon Group Leaders and Club Horizon Assistants on a daily basis and manage work schedules, under the direction of the Club Horizon Director

Assist the Club Horizon Director in managing the day-to-day operations of Club Horizon including, but not limited to: manage student attendance roster, manage parent payments, organize activities, and plan field trips

Communicate to all parents and school staff about the Club Horizon program, under the direction of the Club Horizon Director

Assist the Club Horizon Director in Ensuring that Club Horizon stays in compliance with Childcare Licensing Rules and Regulations

Qualifications:

1. Must be 21 years of age or older and provide documentation of one of the following
 - a. At least 12 months of childcare experience, a high school or high school equivalency diploma, and:

- i. Three credit hours or more in early childhood, child development, or a closely related field from an accredited college or university; or
 - ii. At least 30 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field
- b. At least 12 months of childcare experience and:
 - i. An N.A.C, C.D.A, or C.C.P. credential; or
 - ii. At least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field;
- c. At least six months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field;
- d. At least three months of child care experience and a bachelor degree from an accredited college or university in early childhood, child development, or a closely-related field;

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Club Horizon Assistant Director. Reasonable accommodations can be made to enable people with disabilities to perform the essential functions of this job.

While performing the responsibilities of this job, the employee is required to talk, hear, and touch. The employee is often required to stoop, sit at a computer desk, reach with arms and hands, and use their hands and fingers to stroke keyboards. Occasionally, lifting and pushing for medium work are required. Vision abilities required.

Work Environment Conditions

While performing the responsibilities of this job, these work environment characteristics are representative of the environment at Horizon Community Learning Center. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of this job.

The employee is subject to both inside and outside conditions. The noise level in the environment is quiet to loud.

Supervisor

Club Horizon Director