



**Job Description: Assistant Director**

Department:

Reports to: Director

**Job Summary:**

Provides a safe learning environment and quality education programs for children. Responsible for effective operation of the child development center in the absence of the Director and/or Owner, which includes recruiting and managing staff, establishing and meeting enrollment and revenue objectives, providing ongoing communication with parents, and cost management of the Center.

**Essential Functions/Job Responsibilities:**

- Assists the Director in establishing an environment focused on quality, safety, and education by ensuring proper implementation of curriculum and maintaining the integrity of the program.
- Communicates clearly, concisely and accurately with parents, staff, other company personnel, and vendors in order to ensure effective operations of the Center.
- Analyzes financial statements, enrollment information, personnel reports, and other information to control costs and ensure the financial success of the Center as directed by the Director and/or Owner.
- Markets the Center by conducting visits to promote the Center and build new enrollments and retain current families.
- Manages the Center in the absence of the Director to comply with all federal, state and local regulations and Company policies, procedures, programs and processes.
- Assists the Director in recruiting, hiring and developing Center staff.
- Assists the Director in planning work schedules, maintaining substitute list, supervising staff, assisting in lesson planning, and evaluating staff performance.
- Assists the Director in ensuring appropriate teacher-child ratios and minimum state teacher qualifications are met.
- Accurately maintains required records on staff and children.
- Effectively resolve problems related to the operations of the Center as directed by Director and/or Owner.
- Attends all staff meetings, training sessions, meetings and programs as requested by the Director and/or Owner.
- Ensures the Center provides a safe and healthy environment by frequent walk-throughs and scheduled cleanings.
- Takes on specific responsibilities and/or projects as needed and delegated by Director and/or Owner.

**Skills & Abilities:**

- Demonstrates integrity, honesty, and professionalism
- Ability to problem solve and manage conflict
- Strong communication skills, both verbal and written
- Excellent customer service skills
- Ability to meet deadlines
- Ability to work flexible schedule consistent with hours of operation, and ability to adapt hours to the needs of the business
- Proficient in basic computer skills, including Microsoft Office
- Commitment to complete annual state licensing training requirements
- Ability to balance multiple priorities

**Qualifications:**

- Experience as an Assistant Director in a licensed childcare center
- Previous supervisory experience or experience providing work direction
- Must have or be able to obtain a Commercial Driver's License, CPR, Fire Safety, and any other training required by regulatory agencies.
- Knowledge of Childcare Licensing laws
- Knowledge of Early childhood education curriculum

**Education required:**

- Degree in early childhood education, child development, or related field, and/or CDA.

**Experience required:**

- 2 years of experience in a licensed childcare environment.

**Abilities including physical requirements:****Check (x) all that apply to this job.**

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|---|--|
| <input checked="" type="checkbox"/> Lifting up to 40 lbs  | <input checked="" type="checkbox"/> Use of Hands to Finger, handle or feel               |
| <input checked="" type="checkbox"/> Carrying up to 40 lbs | <input checked="" type="checkbox"/> Physical Coordination                                |
| <input checked="" type="checkbox"/> Stooping, Bending     | <input checked="" type="checkbox"/> Eye-Hand Coordination                                |
| <input checked="" type="checkbox"/> Kneeling, Squatting   | <input checked="" type="checkbox"/> Close vision   |
| <input checked="" type="checkbox"/> Walking               | <input checked="" type="checkbox"/> Distance vision                                      |
| <input checked="" type="checkbox"/> Standing              | <input checked="" type="checkbox"/> Color vision (ability to identify/distinguish color) |
| <input checked="" type="checkbox"/> Sitting               | <input checked="" type="checkbox"/> Depth perception (ability to judge distance)         |
| <input checked="" type="checkbox"/> Climbing, balancing   | <input checked="" type="checkbox"/> Hearing  |
| <input checked="" type="checkbox"/> Pushing/Pulling       | <input checked="" type="checkbox"/> Speaking   |
| <input checked="" type="checkbox"/> Overhead Reaching     | <input checked="" type="checkbox"/> Repetitive Motion                                    |

**Work Environment**

The work environment is primarily indoors with adequate lighting and temperatures with some exposure to outdoor weather conditions. The noise level is moderate.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_