

Assistant Director Job Description

Assistant Director:

The Assistant Director accepts the responsibility to work with the Director, parents and staff to provide a safe and wholesome environment in which each child may learn to relate to others through sharing, co-operative play experiences and nurturing that will help them grow and develop.

Education Requirements:

- o **Assistant Director** = Minimum of 5 years administration experience
Optional Requirements and extra consideration given for:
 - ~Associates Degree in ECE or related field
 - ~12 semester hours of ECE + 2 years of administration experience
 - ~Completion of NC credentials + 5 years of managerial experience in a licensed child care facility
 - ~Completion of Administration Credential Course 1 & 2

Requirements:

- o Ability to supervise and work with other staff of varying educational and experiential backgrounds.
- o Evidence of sufficient security and judgment to handle crisis situations and to use supervision constructively.
- o Ability to relate well to children and families of all cultural and socioeconomic levels.
- o Good communication skills both written and spoken
- o Ability to keep records and work well within basic word processing, spreadsheet and other necessary office programs.
- o Flexible hours participating in school events as required or needed.
- o Ability to multi-task, prioritize and meet deadlines in a timely manner.
- o Professional demeanor, dress.
- o Current medical and TB test/screening
- o Current DCDEE criminal background check
- o Satisfactory reference checks
- o Must participate as a team player in all areas of school operations.

Direct responsibilities:

- **Human Resources**

- Maintain all staff training files in compliance with licensing, 5 star standards in a timely manner including but not limited to CPR/First Aid, SIDS, and continuing education requirements etc.
- Maintain staff licensing files with all fingerprints/background checks, health requirements, TB tests/screenings, etc.
- Responsible for assisting staff with HR forms.
- Work with Director to handle scheduling of staff members, tracking of paid time off (PTO) and vacation time, and all aspects of Payroll tracking and processing using the Gusto platform
- Maintain all TEACH paperwork and TEACH files for staff participating in the scholarship program to further their education in ECE.

- **General and Parent Operations:**

- Provide assistance or assume responsibility for special projects. Including projects like school pictures, school events, and other event in conjunction with the parent group committee, etc.
- Assume responsibility of the school in the absence of the Director
- Prepare school(s) for open and close as necessary. Maintain all ratios at all times by directing staff or staffing the position yourself. Assist with lunch breaks and other staff relief if needed.
- Oversee the monthly menu provided by the ACC chef to ensure it is within USDA guidelines and meets the monthly budget.
- Make sure sign in sheets and other classroom forms are up to date and available to staff as needed.
- Maintain and update operational files and file storage to ensure accurate placement of records.

- **School(s):**

- Work with church staff and APC property team as needed to maintain sanitation, licensing and NCRLAP 5 star requirements in order to keep a Superior sanitation rating and our 5 star status.
- Conduct monthly fire drills and playground inspections, document according to licensing regulations.
- Report any repair, purchasing or other school(s) needs to the Director and assist in the solutions and ordering of supplies.

Financial responsibilities:

- o CCRI payment processing and request appropriate compensation for the school including adjustments and parent fees.
- o Invoice coding/filing including copies for the school accountant should be done on a weekly basis.
- **Waitlist:**
 - o Maintain all waitlist information school-wide.
 - o Assist director in scheduling tours and have excellent note taking skills for the daily check-in calls for the waitlist.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of responsible duties, and/or skills required.