



Childcare Center Assistant Director

Department: Education
Job Title: Childcare Center Assistant Director
Reporting to: CEO/Center Director
FLSA Status: Exempt/Non-Hourly

Job Summary:

Assists in overseeing the day-to-day operations of the center assigned during work hours in compliance with the Florida Department of Children and Families. Responsible for planning curriculum, appropriate use of materials, teaching aids and other teaching resources. Responsible for teacher quality, performance and development.

Essential Duties and Responsibilities:

- Closely supervises the teachers to ensure that quality care and education is administered.
- Monitors students' progress and provides students and teachers with assistance in resolving any problems.
- Confers with parents and staff to discuss educational activities and policies and students' behavioral or learning problems.
- Works side by side with the Center Director to incorporate new and innovative ideas within the center.
- Sets educational standards and goals and helps establish policies, procedures and programs to carry them out.
- Plans, directs and monitors instructional methods and content of educational or student activity programs and services.
- Establishes a relationship of mutual trust and good communication with parents.
- Works with families by providing parent meetings, workshops, training opportunities and other parent involvement activities.
- Models appropriate interactions with children individually and in groups.
- Manages and participates in the development of lesson plans and individual goals for each child.
- Coordinates and schedules meal preparation, service and clean-up that complies with all regulations.
- Ensures that records in the classroom such as daily attendance, meal counts, portfolios and education files are maintained.
- Maintains administrative reports, such as monthly food paperwork and health and safety documentation, submitting them on time to appropriate service areas.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

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Education and Experience Requirements:

- Associate's or Bachelor's degree preferred.
- 10 years related experience in running a large child care center.
- Prior experience utilizing Microsoft Office software to prepare correspondence, develop reports, utilize spreadsheets and create presentations preferred.
- Experience with on-line software for teaching required.
- Experience with Procure preferred.
- CDA, CPR, First Aid, and Director Credential certification required.
- Must have experience with infants and toddlers.

Knowledge/Skills/Abilities:

- Coaching and Development – ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Results Orientation – Proven ability to set and exceed targets.
- Decision Making – ability to make critical decisions while following Center procedures.
- Team Orientation & Interpersonal Skills – highly motivated team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization.
- Communication – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic, empathetic and tactful manner.
- Analytical Problem-Solving & Decision Making – able to research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations considering overall risk and short-term and long-term impact to find solutions proactively.
- Systems & Software – proficient level knowledge of Microsoft Office software applications and on-line teaching tools.
- Customer Oriented – able to personally provide high level of cheerful, interactive service to take care of the needs of children and parents while following Center procedures.
- Organization & Time Management – able to work independently with minimal supervision, planning, scheduling and organizing professional schedule to achieve goals and complete actions within established deadlines, handling multiple priorities with strong attention to detail.
- Diversity Orientation – ability to work effectively with people regardless of their age, gender, race, ethnicity, religion or job type.
- Ethics & Accountability – ability to demonstrate conduct conforming to a set of values and accepted standards and accept responsibility and accountability for actions.
- Conflict Resolution – ability to deal with others in a challenging situation.

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Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified above)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	x	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds various items
X	Standing for extended periods	X	Lifting/carrying more than 20 pounds various items
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Writing
	Other (List):	X	Other (List): Kneel, sit or crawl on floor
Hazards: (X = Required for job)			
X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Flammable, explosive gases		Proximity to moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature			Date