

## **A Place To Grow New Hope Child Care Center Job Description**

**Job Title:** Assistant Director

**Supervisor:** Director

**Primary Purpose:** Assist and support the Director with the overall center management, the development of a high quality program according to the National Association for the Education of Young Children (NAEYC), North Carolina Division of Child Development and A Place To Grow, and establishing professional, positive relationships with parents, children, colleagues and the church community. Assume director's responsibilities in the director's absence. Conduct regular observations and develop plan of actions, if needed, to ensure the quality of care for the children. Ensure that the program promotes the development of each child's spiritual, physical, social, emotional and cognitive development, in a nurturing, Christ-like environment. Model exemplary professionalism and work ethics. Ensure safety and supervision of children at all times by meeting the physical demands of the position. Substitute in the classrooms as needed. The Assistant Director will be trained in all areas of Director responsibility.

### **Professionalism**

- Positively support and uphold A Place To Grow's policies and philosophy to parents, co-workers and the community. Ensure faculty understands and adheres to center policies, procedures and philosophy.
- Maintain confidentiality about issues regarding faculty members, children and families or A Place To Grow management, Board of Directors or center operations. Never involve parents in center concerns. Do not participate in gossip.
- Model professional work ethic by reporting to work on time and maintaining consistent attendance and arranging and communicating leave requests in advance.
- Model strong work ethics by assuming a fair share of work and a willingness to assume additional classroom and center responsibilities.
- Establish positive, respectful and professional relationships with children, parents, colleagues, church members, Board of Directors and the child care community.
- Show respect for individual differences; including learning styles, cultural differences, point of views and individual preferences. Avoid stereotyping and labeling.
- Demonstrate flexibility and openness to new ideas in child care practices and under the director's guidance develop implementation plans.
- Participate and assist in planning center meetings, events and training sessions.

- Demonstrate flexibility with work schedules and assignments as needed to meet the needs of the center.
- Must be available to open or close the center on a daily basis.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions.
- Continue professional growth by attending courses, workshops, asking for feedback and reading professional literature.
- Demonstrate knowledge of ages and stages of development. Guide teachers in understanding and implementing a curriculum that supports the child's spiritual, physical, emotional, cognitive and social development.
- Receive constructive criticism with an attitude that indicates a willingness to improve. Give feedback in a respectful manner.
- Conduct yourself in a manner that is not detrimental to the children or the reputation of A Place To Grow.
- Warmly greet all visitors and maintain a professional demeanor at all times.
- Maintain an attitude of cooperation and respect with everyone in the center.
- Keep director informed on any issue regarding the center.
- Model Christ-like behavior.

### **Faculty Responsibilities**

- Participate in recruitment; assist in conducting interviews, gathering feedback from classroom observations and checking references.
- Submit all required criminal background documents and ensure that faculty files are maintained.
- Assist in providing benefit and new hire information to faculty
- Participate in the orientation for new faculty members.
- Conduct regular observations of classroom teaching teams and collaborate with teams and director to develop action plans
- Ensure all faculty are following A Place To Grow's Discipline Policy.
- Participate in employee performance appraisals, ensuring they are completed in a timely manner.
- Utilize progressive counseling, disciplinary action and termination under the guidance of the director.
- Ensure all faculty are performing all duties and responsibilities outlined in their job description.
- Ensure that faculty interact and communicate respectfully with children, families and colleagues.
- Provide support and resources for faculty on program development.
- Guide and supervise teachers through the process of communicating sensitive issues to parents and locating appropriate services for referral.

- Under the guidance of the director, evaluate classroom curriculum and environment to ensure that it meets the guidelines set by A Place To Grow, NAEYC and the North Carolina Division of Child Development.
- Support and sustain positive morale of the faculty. Plan team building opportunities for faculty members.
- Assist the director in planning daily staffing schedules.
- Substitute in classrooms as needed.

### **Parent Responsibilities**

- Be accessible and available to parent every day and respond promptly with respect, sensitivity, interest and cooperation to their concerns.
- Keep director informed of parental concerns or issues.
- Support director in establishing and sustaining a sense of community through parent involvement and promoting parent retention.
- Model positive attitudes and professional interactions with parents.
- Serve as a resource for families; offering articles, parent boards, newsletters and community contacts.
- Assist in planning and leading center events, parent training and educational programs.

### **Health and Safety**

- Adhere to and ensure that all faculty understand and follow all health, safety, emergency care protocol and sanitation guidelines.
- Demonstrate the ability to remain calm and Follow A Place To Grow's Emergency Care Plan in the event of an emergency.
- Accompany all visitors while they are in the center.
- Ensure that children are released only to authorized individuals by verifying their photo identification and child authorization release form.
- Supervise faculty in documentation of all accidents and notify parents and director in a timely manner.
- Follow state regulations regarding incidents of abuse or neglect.
- Assist and support director with monitoring the maintenance of facility, equipment and supplies to ensure they are safe and in good repair.
- Demonstrate good judgment and always act responsibly and attentively to avoid any injury or endangerment to anyone in the center.
- Alert director immediately if any faculty member or guest in the center is injured.
- Assist director in obtaining qualified substitutes as needed to maintain center child/staff ratios.

### **Marketing**

- Support director in efforts to increase and maintain enrollment in the center.
- Conduct professional and thorough parent tours.

- Assume a professional and pleasant demeanor when answering the phone. Seek to gain pertinent information (name, phone number, address, name and age of children from all center inquiries).
- Assist director with follow up all phone messages and center inquiries within 24 hours.
- Help market program in community through participation of center marketing events, visiting local businesses, etc.
- Assist director in maintaining, updating and utilizing center wait lists.
- Under guidance of director enroll families as space is available and assist in orienting new families in center by reviewing center policies, procedures and philosophy
- Assist director in ensuring that center grounds, classroom and office areas are clean, attractive and inviting.
- Prepare and have readily available registration and enrollment information for families.
- Guide faculty in assisting families with center transitions and ensure that new families understand classroom routines, procedures etc.
- Ensure that all paperwork is complete before families are allowed to begin enrollment.
- Maintain children's files.

### **Financial**

- Support director in the development and monitoring expenses to keep within the budget.
- Assist director in closely monitoring labor expenses. Alert director or staffing shortages or excesses so labor usage is optimized.
- Under director's guidance collect and record tuition payments, bill families and assess additional charges.
- Assist in processing and submitting payroll.
- Under director's guidance manage petty cash and center purchases to maintain center budget.
- Inventory needed supplies and purchase supplies within budget limits.
- Complete daily computer back up.

### **Physical Demands**

- Follow state, federal and A Place To Grow guidelines including immunizations, employment physical and required safety and health training.
- Refrain from sleeping on the job or being under the influence of any legal or illegal substance that may impair judgment, alertness or responsiveness.
- Ensure children's safety while performing the following job functions: frequently lift, move or hold children with a range of weight from 10 to 50 pounds. (may on occasion perform these tasks for a child weighing more than 50 pounds) Daily supervise and interact, with a group of children outdoors for an extended period of time in various weather

conditions. Demonstrate a full range of motion to lift, reach, squat, climb, sit or otherwise full participate in activities. Respond immediately and appropriately to multiple or unexpected situations or emergencies. Maintain physical and mental alertness and an appropriate level of energy to perform essential job requirements.

## **Requirements**

- Must be at least 21 years of age and have a high school diploma or GED.
- Meet federal as well as individual state requirements (i.e., TB test, physical, criminal background checks, ability to provide Christian instruction and model Christ-like behavior etc.).
- Preferred educational requirements: (Some positions will have specific education and work related experience that is required to maintain North Carolina Division of Child Development Educational Requirements).
  - Related degree (Masters, Bachelors or Associates) in Child Development, Early Childhood Education, Child and Family Studies or related field or Child Care Certificate or Credentials. If applicant has not completed a course of study they must be willing to pursue a degree and demonstrate progress toward this goal each year during the review process.
- Verify the following experience and requirements: A minimum of 5-years, verifiable experience in a licensed child care center or family day care home or supervised teaching practicum. Supervision of faculty experience is preferred. We cannot consider baby sitting, nanny experience or volunteer work as child care experience.
- Must be willing to obtain CPR and First Aid certification within the first 3 months of employment.
- Demonstrate knowledge and ability to lead faculty in implementing a developmentally appropriate curriculum.
- Demonstrate outstanding written and oral communication and organizational skills.
- Demonstrate the ability to manage multiple priorities and complete assigned tasks in a timely manner.
- Must be computer literate and demonstrate the capacity to understand center financial duties.
- Demonstrate the social skills necessary to relate to a variety of people, remaining positive even under stressful situations

**EXCELLENCE is not the goal: it is the STANDARD**