

### General Position Description

The Director's Assistant is responsible for assisting the center director in managing the daily operations of the center, and for ensuring the health, safety, and quality of education for all children within the center's care. Under the direction of the center director, the assistant director collaborates with staff to ensure that curriculum, classroom activities, and center procedures are properly implemented, and that the needs of the students and the goals of the center are met appropriately. The assistant director also, under the direction of the Center Director, ensures necessary reports, files, and documents are processed and filed in a timely manner.

This position reports to the Center Director.

### Key Responsibilities

- Support center staff in providing a quality care program.
- Follow all center policies and state regulations.
- Assist center director with recording, reporting and maintaining attendance, meal counts and any corporate paperwork
- Collaborate with staff to ensure adherence at all times to quality standards in accordance with center guidelines and state/local requirements; implement improvements where needed.
- Communicates any facility/safety issues so they can be repaired/replaced.
- Maintain personal professional development plan to ensure continuous quality improvement.
- Assist in developing community outreach activities.
- Ensure children are actively supervised at ALL times; assist center director in managing substitute schedules.
- Responsible to cover a classroom to maintain ratios when needed
- Assists with any center marketing to prospective customers and applicants. This includes promoting the facility, activities, policies and enrollment procedures.
- Assists in planning In-service training
- Assists in STARS, accreditation, and partner contract progression for the center
- Participate in staff meetings, professional development trainings, and center outreach activities.
- Conducts oneself and represents Ties Tots/ AICP in a professional manner at all times
- Understands the chain of command and accepts constructive criticism and suggestions as an opportunity to improve the center
- Willing to take on other duties as assigned

### Additional Knowledge, Skills and Experience Required

- 3 – 5 years of direct professional experience in an early childhood setting.
- High energy.
- Strong oral and written communication skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Self-starter that can multi-task

# Assistant Director

## Job Description

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- Exceptional customer service skills
- Strong organizational skills; general office and computer skills
- Pediatric CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.

### **Educational Requirements**

- Associates Degree in early childhood education or related field of study.
- Director credential certification preferred.

### **Physical Requirements**

Able to lift 40 lbs.

Able to run, jump, climb, and lead children in gross motor functions

### **Employment Type**

Full time; Part Time Option Available