

<b>St. James Lutheran Child Care Center</b>	<b>JOB DESCRIPTION</b>	<b>Page:</b> 1 of 3
	<b>Position Title:</b> Child Care Assistant Director	<b>Position Description Effective:</b> 1/1/13
	<b>Department:</b> Instruction	<b>FLSA Status:</b> Exempt
	<b>Reports to:</b> St. James Child Care Center Director	<b>Wage:</b>

Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required to be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

**POSITION SUMMARY:** The Assistant Director is responsible for the overall care and education of children enrolled in the child care program and for the supervision of staff charged with their care. The Assistant Director also has responsibility to implement curriculum, assist with financial duties, and work with parents to develop a positive rapport.

*The Assistant Director must have an aptitude for communication, conflict resolution and for prioritizing and organizing. This person will assist the director in supervising the staff and implementing curriculum, developing parental rapport, and assisting with financial and office management duties and responsibilities.*

*The Assistant Director must have an interest in and understanding of child development, appropriate lesson planning in early education, and be committed to the development of Christian values and morals in children. This position requires a high skill level in the areas of written and oral communication, conflict resolution, organization and prioritization. This position requires a Bachelor's or Associate's Degree in Early Childhood Education, Child Development, Administration, Special Education, Elementary Education, or Human Services including a minimum of 30 credit hours in early childhood education and two years of experience working with children. A valid driver's license and access to a car is also a requirement.*

The Assistant Director has a primary goal to create and maintain a safe and nurturing Christian environment for children, families and co-workers which will involve, but not be limited to, the essential functions described below.

**ESSENTIAL FUNCTIONS:**

1. **Meet administrative needs of the child care program** by *a)* complying with state/local health and licensing regulations regarding the care of children, *b)* keeping the classroom neat, clean, organized and supplied, assisting in the inventorying and ordering of supplies in accordance with the annual budget *c)* implementing program goals and objectives as set forth in the mission statement of the St. James Lutheran Child Care Center, *d)* serving on

the Child Care Governance Committee *in absence of Director* *e)* reinforcing policies established by the Child Care Governance Committee in a positive manner, *f)* informing the Child Care Governance Committee and Congregation Council of all licensing actions in absence of Director, *g)* leading staff in implementation of curriculum, including carrying out daily lesson plans when necessary, *h)* implementing safety and health procedures, *i)* participating in planning and implementing staff meetings and training, including orientation and training for new employees, *j)* complying with all state regulations regarding staff records and training, *k)* completing necessary assigned paperwork and maintaining a secure filing system for staff and child files, *l)* supervising the classroom teachers at all times and maintaining a working knowledge of all matters regarding classrooms, children in care, families of children in care, and staff, *m)* planning and coordinating Parenting and Enrichment Programs, and *n)* maintaining First Aid and CPR certifications. **Rating** \_\_\_\_\_

**2. Support and promote the financial fiduciary integrity of the child care program in the absence of the Director** by *a)* participating in the development and preparation of the annual budget and complying with it, *b)* providing conscientious oversight in monitoring Child Care incoming monies and expenditures, *c)* monitoring the maintenance of financial records on a monthly basis and as needed, *d)* assisting with sound financial management in accordance with the budget and monthly financial statements, and *e)* reviewing monthly financial reports to be submitted to the Child Care Governance Committee and Congregational Council. **Rating** \_\_\_\_\_

**3. Support and promote effective processes to ensure appropriate staff/child ratios** by *a)* identifying effective staff schedules, *b)* recruiting/selecting people for cultural and functional fit who can commit to the schedules, *c)* providing necessary training to maximize staff potential, *d)* conducting staff meetings/informational meetings as needed, and *e)* evaluating and documenting all aspects of each staff member’s job performance, including an annual evaluation and salary increases in accordance with the annual budget. **Rating** \_\_\_\_\_

**4. Establish and maintain positive and productive relationships with families** by *a)* maintaining confidentiality of children, parents and staff, *b)* facilitating direct communication with families on a daily basis, including interaction with teachers and parents, *c)* promoting communication and sharing classroom information with parents through daily completion of (“Look what we did today”...wipe off board and “Look what I did today”...care reports), weekly progress notes, and discussion of the monthly newsletter, *d)* reporting all injuries, changes in health conditions and/or behaviors, as well as accomplishments of the day, and *e)* providing an orientation and interpreting the policies and programs of the child care program. **Rating** \_\_\_\_\_

**5. Support and promote Marketing and Special Events to maximize enrollment** by *a)* assisting with planning of marketing ideas, *b)* assisting with implementation of special events, *c)* being a good will ambassador when discussing the program in public venues, and *e)* educating potential child care clients on the child care program offerings. **Rating** \_\_\_\_\_

- 6. **Support and promote the spiritual, emotional, cognitive and physical needs of the Children** by *a)* speaking to the children with respectful and nurturing language, *b)* helping to bring the children to a better understanding and appreciation of the presence of God in their daily lives, *c)* ensuring that cubbies, mailboxes, mats, etc. are prepared for new children, and *d)* being consistent in providing direction and following discipline, hygiene, nutrition, and safety, etc. **Rating** \_\_\_\_\_

**Overall Rating** \_\_\_\_\_

- 7. **All other duties as assigned by the Child Care Governance Committee and the Congregational Council.**

**QUALIFICATIONS:**

- 1. Bachelor’s or Associates Degree in Early Childhood Education, Child Development, Administration, Special Education, Elementary Education, or Human Services and two years work related experience.
- 2. Must satisfactorily complete on-the-job training.

**MINIMUM QUALIFICATIONS:**

- 1. Successful completion of an associates degree program from a program conforming to NAEYC’s Guidelines for Early Childhood Education Programs in Associate Degree Granting Institutions (1985b) or successful completion of an associate degree in a related field plus 30 semester hours of professional studies in early childhood education.

**PHYSICAL Requirements:**

- 1. Must be able to lift children weighing up to 50 pounds.
- 2. Must be capable of stooping, bending, crouching, or kneeling to children’s level.
- 3. Must be able to reach at and above shoulder height to access higher areas of play equipment, etc.
- 4. Must be capable of frequent changes of position throughout the work day.

**Child Care Assistant Director Receipt and Acknowledgement of Job Description:**

<b>Employee Signature</b>	<b>Date</b>
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<b>Employee Printed Name</b>	<b>Date</b>
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<b>Agency Representative</b>	<b>Date</b>
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