

St. James Lutheran Church EARLY LEARNING CENTER	JOB DESCRIPTION	Page: 1 of 4
	Position Title: Early Learning Center Assistant Director	Position Description Effective: 11/17/2020
	Department: Instruction	FLSA Status: Exempt
	Reports to: Early Learning Director	Wage:

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 assisting the Center Director in 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 and classroom activities are properly delivered, and that the needs of the students and the goals of the center are met appropriately.

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 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.

KEY RESPONSIBILITIES:

- Assume duties of Center Director and Teachers as needed during their absence.
- Collaborate with staff to ensure adherence to quality standards in accordance with center guidelines and state and local requirements; implement improvements where needed.
- Maintain communication with families and community through appropriate outreach activities.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

ESSENTIAL FUNCTIONS:

1. Meet administrative needs of the Early Learning program by:
 - a) complying with state/local health and licensing regulations regarding the care of children,
 - b) implementing program goals and objectives as set forth in the mission statement of the St. James Lutheran Church Early Learning Center,
 - c) reviewing Vision and Mission annually and assist to develop strategic plan based on goals,
 - d) serving on the Early Learning Governance Committee and completing monthly reports for the Committee as needed,
 - e) reviewing and revising policies, procedures and job descriptions as needed,
 - f) reinforcing policies established by the Early Learning Center Governance Committee in a positive manner,
 - g) implementing safety and health procedures in accordance with DHS regulations, and directives, CDC guidelines and policies established by the Governance Committee,
 - h) comply with Technology and Social Media Policy,
 - i) assist to complete necessary paperwork and maintaining a secure filing system for staff and child files,
 - j) completing, updating and maintaining DHS Staff Data Sheet and Keystone Stars Staff Training Grid,
 - k) supervising the classroom teachers and maintaining a working knowledge of all matters regarding classrooms, children in care, families of children in care, and staff,
 - l) maintaining First Aid and CPR certifications
 - m) cooperate with other church staff members and ministry committees of the church

2. Support and promote the financial fiduciary integrity of the Early Learning program by:
 - a) inventorying classroom supplies and inventory for the development and preparation of the annual budget and complying with it,
 - b) reviewing monthly financial reports to be submitted to the Early Learning Governance Committee,
 - c) assist in planning fundraising activities with committee and council approval,
 - d) assist to implement approved fundraisers,

3. Support and promote effective processes to ensure appropriate staff/child ratios, staff supervision and professional development by:
 - a) ensures staff qualifications meet DHS standards and apprise to Keystone Star standards,
 - b) identifying effective staff schedules including time specific memos and reminders,
 - c) provide coverage in classrooms as needed,
 - d) assist in recruiting/selecting people for cultural and functional fit who can commit to the schedules. Scheduling staff interviews and checking references,
 - e) implementing new staff orientation and scheduling orientation trainings, setting up staff accounts on PA Key registry and other professional organizations,

- f) ensuring staff training complies with DHS regulations and Keystone Star Standards,
 - g) assist to conduct staff meetings/informational meetings at least every other month,
 - h) conducting staff observations and providing feedback (written or oral) twice annually,
 - i) assisting staff in developing their annual training plan,
 - j) implement assessment tool is used annually by staff to evaluate the program.
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 daily, 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,
 - d) reporting all injuries, changes in health conditions and/or behaviors, as well as accomplishments of the day,
 - e) update website as needed,
 - f) assist sending email alerts to staff and families,
 - g) respond to emails in a timely manner,
 - h) assist to provide orientation policies and programs of the Early Learning Center,
 - i) assist planning and coordinating Parent Enrichment Programs and Special Events,
 - j) encourage parent involvement in program,
 - k) participate parent teacher conferences as needed,
 - l) make recommendations to families as needed to community support organizations,
 - m) assist to develop, write and implement assessment tool is used annually by parents to evaluate the program.
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,
 - d) educating potential clients on the Early Learning Center program offering,
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) model positive guidance strategies,
 - c) helping to bring the children to a better understanding and appreciation of the presence of God in their daily lives,
 - d) being consistent in providing direction and following discipline, hygiene, nutrition, and safety, etc.
 - e) ensuring staff observe, screen and assess children with developmentally appropriate tools and communicate results with families,
 - f) support staff to use results of screenings and assessments in planning activities and materials,

- g) assisting in the inventorying, and ordering of supplies in accordance with the annual budget
 - h) assisting staff in implementation of curriculum, including carrying out daily lesson plans when necessary,
 - i) support families seeking services as needed,
6. To maintain a safe, healthy learning environment:
The Early Learning Center adheres to Pennsylvania's DHS Regulations, Child and Adult Care Food Program, Office of Child Development and Early Learning, Department of Agriculture and recommended CDC guidelines and aligning policies of St James Lutheran Church and Specially Appointed Task Force,
- a) comply with regulations and recommendations of agencies and committees,
 - b) reviewing and updating Risk Management Plan annually that includes allergy, chronic medical conditions, emergency preparedness and documentation of drills,
 - c) maintaining illness and injury logs and develop plans as needed,
 - d) maintain record of child health assessments and staff physicals and send out reminders
 - e) inventory food supplies for food order,
 - f) create monthly menu as needed.
8. All other duties as assigned by the Early Learning Center 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:

Successful completion of an Associate's 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 workday.

