



Job Description

Position Title:	Assistant Director (Preschool or Infant-Toddler)
Reports To:	Program Director
Direct Reports:	Lead Teachers, Teachers, Teaching Assistants and Substitutes if assigned by the Program Director
Status:	Exempt, Full-Time

POSITION SUMMARY: *Assists the Program Director in planning and implementing quality early childhood programming that meets or exceeds all applicable local, state, and national standards/regulations. Provides support for Lead Teachers, Teachers, Teaching Assistants and Per Diem Substitutes. Works collaboratively as part of the Administrative Team to ensure coordinated, comprehensive service delivery and smooth internal and external transitions. Fosters a positive, productive, and supportive work environment.*

DUTIES & RESPONSIBILITIES:

Planning & Operations

- Open and close the center as needed when the Program Director is absent.
- Participate fully and collaboratively in program planning and management meetings.
- Facilitate smooth transitions for children and families between programs (infant, toddler, preschool and UPK) and/or public school.
- Practice open, regular, and respectful communication with families using a variety of methods including in-person, e-mail, phone calls, notes, and flyers.
- Work with the Program Director and Director of Operations to ensure classrooms have sufficient and appropriate materials and supplies.
- (Infant-Toddler Program only) Ensure that safe sleep practices are followed at all times.

Personnel Management

- Ensure staff files are well-organized and up-to-date at all times, including, but not limited to: PQR, BRC, and physicals.
- Assist teaching staff in identifying and implementing effective strategies for working with children with diverse learning and behavioral needs, working with outside providers as applicable.
- Serve as coach and mentor to teaching staff in providing individualized, high-quality services.
- Complete, at minimum, bi-monthly classroom observations of assigned teaching staff and provide quality, specific feedback designed to increase the quality of teaching and learning.

- Support teaching staff in completing accurate and timely developmental screenings (ASQ/ASQ-SE) comprehensive developmental assessments on children.
- Score, collate and analyze data from parent and teacher ASQs. Provide teaching staff with information regarding assigned students and work with family engagement staff to facilitate referrals as needed.

Parent Engagement

- Work collaboratively with the Program Director and Family Engagement staff to promote parent and community involvement in all aspects of the child development program by involving them in the development, decision, and evaluation processes.
- Enhance and support the role of the parent as the primary educator of the child and promote healthy relationships between parents, children, and teachers.

Compliance Management

- Monitor assigned classrooms regularly to ensure compliance with NAEYC requirements, EEC regulations and all internal policies and procedures.
- Maintain complete, accurate data for assigned classrooms and submit daily, weekly, and monthly reports in a timely manner.
- Ensure classrooms are within designated caregiver-child ratios at all times.
- Conduct regular monitoring of classroom files and medication for completeness and accuracy.
- Recognize and report suspected abuse and/or neglect to the appropriate authorities as required by law.
- Maintain confidentiality at all times and communicate to others the importance of confidentiality.

Other

- Other duties as assigned by management.

Qualifications:

- Associates degree in Child Development, Early Childhood Education or a related field preferred.
- A minimum of three (3) years' experience providing education or social services to young children and/or families.
- EEC Director II certification or Director I certification and ability to obtain DII certification within first three (3) months of employment.

Skills:

- Excellent verbal and written communication skills.
- Ability to serve as a coach and mentor.
- Excellent problem-solving and conflict resolution skills.
- Ability to be flexible.
- Ability to juggle multiple priorities.
- Strong computer skills (Word, Excel, PowerPoint).
- Bilingual (English-Spanish, English-Creole) a plus.

PHYSICAL REQUIREMENTS:

- At employment must obtain a physical examination including MMR immunizations.
- Must be able to lift and carry up to 40lbs.
- Must be able to work in a both outdoor and indoor spaces.