



Job Description

Position: Assistant Director of Education

Reports to: Center Director

Summary

The Assistant Director (AD) assists the other management members in operating the center. The AD serves as the person in charge of maintaining a quality program. The AD also makes sure that the curriculum is implemented in each classroom and holds the teachers accountable for their lessons. The AD works with staff to build strong customer service and helps to increase retention of families currently enrolled. The AD is responsible for knowing and understanding what the focus and goals of each classroom are. The AD may be counted in ratio when needed. The AD is responsible for assisting in accumulating information for the monthly newsletter and staff meetings. The AD will be responsible for training, motivating, and leading the staff. The AD follows all policies, procedures, and state licensing standards to provide a safe, nurturing, and educational setting for children, parents, and staff. The AD is responsible for all center operations and assumes all Center Director responsibilities and duties when the Center Director is absent. The AD will participate in interviews and recommend applicants to be hired. Determines and implements discipline, recommending termination when required. Has authority to give verbal or written discipline to staff. The AD provides feedback for appraisals understanding that appraisals directly impact wage rates as well as responding to and fixing staff concerns. The AD delivers exceptional customer service from tour to withdrawal and helps with retention, programming, financial management, and operational compliance. The AD demonstrates a professional appearance and demeanor.

Duties

- 50% of day should be spent in classrooms observing, helping, and training where needed.
- Provide Jason with monthly special activity calendar via email
- Do observations of staff at least 2 times a year.
- Check lesson plans weekly
- Follow up with mentor to ensure that staff are making monthly enrichments to put into areas
- Ensure that supplies and equipment are used properly and are available
- Define for parents the educational offerings in the next age group
- Understand each classrooms curriculum, goals, and focus. Make sure that teachers present curriculum in an appropriate way. Enhance curriculum as needed to meet developmental needs of children.
- Create supply lists for CC and classroom paper/art supplies
- Involved in parent / child issues
- Assist in orientation and training of new staff members ensuring that paperwork is successfully and accurately completed on time.
- Set educational goals that reflect WI Model Early Learning Standards and Youngstar requirements.
- Monitor student progress and provide students and teachers with help in resolving problems
- Coordinate with other site to create summer calendar / program
- Work with kids who may need extra help / guidance
- Work on putting together motor room and outside schedules
- Address issues with staff immediately when see inappropriate actions/behaviors
- Help with YoungStar compliance as assigned
- Do room assessments as needed
- Cover front desk and answer phones as needed.
- Understands developmentally appropriate practices (DAP) in Early Childhood and ensures that they are used in the classroom.

- Able to perform each of the duties for each position in the center, including, but not limited to, Teacher (all levels), Assistant Teacher, and Cook.
- Understands responsibilities as a mandated reporter
- Implements policies and procedures
- Comply with state regulations
- Comply with laws regarding records management (ie. HIPAA)
- Keeps the Administrator informed of any necessary information regarding the care and safety of the children.
- Assists and accepts responsibility in other daily center duties that may be temporary in the event other staff are unavailable.
- Attends and participates in staff meetings, center events, and parent meetings as needed
- Tour and enroll prospective families explaining policies and procedures.
- Ensure that staff meet or exceed yearly continuing education requirements
- Cover staff breaks, planning time, etc. if needed
- Communicate any parent, staff or individual questions or concerns to manager
- Assist in combining classrooms to maintain a budgeted payroll percentage
- Any other duties as assigned by Administrator

Requirements: Skills, Education/Knowledge, Experience

Education/Knowledge

- High school diploma or equivalent required
- Bachelor Degree in Education (Regular or Early Childhood) or business highly desirable
- Meet state requirements for position
- Meet state requirements for teaching position
- Able to use desktop computer and learn software quickly
- Excellent administrative and organizational skills required
- Understanding of DAP and ability to ensure the use in the classrooms
- Knowledgeable of YoungStar requirements

Experience

- 2+ years of early childhood experience required
- Experience hiring, training, and leading staff preferred

Other Requirements

- Ability to respond appropriately in an emergency situation
- Ability to be flexible in assignment and work hours required
- CPR and First Aid Certified or willing to obtain
- Ability to keep privileged information confidential

Physical Demands/Work Environment

Work is primarily done in the center environment, although work may also be performed at community sites for field trips. Must be able to lift 40 pounds, stand up to 95% of the day, bend and stoop to low level positions to best allow physical and visual contact with children, sit on the floor, have the agility to move from seated position to standing position quickly, perform all activities (run, jump, walk, dance, etc.) with children for an extended period of time. Applicant needs to be highly flexible, able to multitask, able to respond quickly to the changing needs of children, staff, and parents. Applicant needs to be able to stay awake at all times of scheduled shift. Work hours will vary to meet the needs of the families.