

## **ASSISTANT DIRECTOR- JOB DESCRIPTION**

Job Type: Full Time, Exempt

Reports to: Director

### **POSITION SUMMARY:**

The Assistant Director will be responsible to support the Center Director with the day-to-day operations of the center to ensure that it is functioning in full compliance with the New Jersey Department of Children and Families Office of Licensing - from staffing, supervision of children to the condition of the center premises. The Assistant director will be responsible for the observation of all groups of children, implementation of policies and procedures for the staff and for the parents of enrolled children when the Director is absent. A successful candidate shall exhibit and represent behaviors consistent with the expectations and values of the Christian sponsor, Transformation Life Church.

### **QUALIFICATIONS/EXPECTATIONS**

- Must be able to espouse the Christian values and beliefs of Transformation Life Church by leading a Christ-Centered Life and being a faithful member of a Christian church community.
- Able to provide a written statement from a Christian pastor confirming the candidate's membership at the church.
- Committed to working with children in a developmental setting and possess a sincere desire to make a meaningful impact in their lives according to the Biblical principle that each child is uniquely gifted and loved by God. Exhibit patience and a genuinely nurturing, caring, calm and encouraging attitude.
- At least two years of early childhood education experience in a licensed childcare facility, with an understanding of developmentally appropriate practices in the classroom.
- Bachelor's degree in Education or any field related to Child Growth and Development a plus.
- Experience organizing and leading a classroom and implementing lesson plans/curriculum preferred.
- Ability to accomplish various administrative responsibilities involved in running a childcare center.
- Must be detail oriented with excellent organizational skills and the ability to proactively prioritize, self-manage, and tackle multiple demands.
- Excellent communicator and listener with the ability to interact effectively with a variety of individuals from diverse backgrounds including parents, children, staff, and State inspectors.
- Excellent verbal and written communication skills required.
- Ability to lead, train and supervise teachers and other employees of the center.
- Capacity to remain calm and solve problems under pressure especially during emergencies and crisis.
- Strives to meet or exceed goals and pursue self-development that enhances job performance.
- Demonstrates an openness to change and embraces new approaches and ideas. Must be a team player willing to tackle needs as they arise with a flexible, positive attitude.
- Able to work flexible schedule to meet program staffing/planning needs.
- Must maintain a high-level sensitivity to the confidential nature of the position.
- Able to provide two written or verbal references from former employers or other persons who have knowledge of the applicant's work experience or education and can attest to the applicant's suitability to work with children.

**Skills:** Strong time management and organizational skills; excellent written and verbal communication skills; computer savvy; working knowledge of Creative Curriculum and Procure Software a plus. First Aid and CPR Certificates including the use of Epi-pens a plus.

## **RESPONSIBILITIES:**

- Support the Center Director to fulfill all administrative responsibilities required to run a licensed childcare center which include maintaining records and documentation for each staff member; reviewing and processing enrollments by making sure all required forms, records and payments are in place and keeping all files of enrolled children up to date; keep/update/submit required reports and paperwork to Licensing to meet all licensing and safety regulations.
- Assist the Center Director and Head Teachers with organizational, administrative, and logistical duties, including but not limited to answering phones, opening doors, copying, printing, filing, computer work, and maintaining office equipment.
- Monitor inventory and purchase supplies for the center as needed.
- Assistant Director will act as the Director's Designee when the Center Director is absent and must possess a thorough knowledge of the Center's policies, records, software program, student attendance, staff schedules, and NJ Licensing regulations.
- Assist the Director to make sure that parents and staff members adhere to the center policies and New Jersey State licensing regulations. Diligently work to maintain a safe, clean, healthy, organized, optimal learning classroom environment at all times.
- Assist the Director to conduct tours and orientation for parents and provide information about the center – policies, fees, regulations, and curriculum.
- Assist the Center Director in leading teaching staff, supporting families, and achieving enrollment, accreditation, and operational objectives.
- Partner with parents with a shared desire to provide the best care and education for their children.
- Cultivate positive relationships with families, teachers, state licensing authorities, and community contacts.
- Serve in various roles throughout the center as needed including teacher.
- Strive to create and maintain the center to be a positive and respectful environment for parents, children, and other staff.
- Assist the Director to communicate with parents and other staff to meet individual needs of children and their families and help identify solutions to behavioral issues.
- Be able to identify symptoms of illness in children and staff and execute communicable diseases/illness procedures.
- Effectively plan and implement Fire/Emergency and Lockdown drills as required by Licensing.
- Must maintain high level confidentiality.

## **OTHER REQUIREMENTS:**

- Able to lift 35lbs (lifting children or equipment) as needed.

### **Upon hire but prior to starting work at the center:**

- Must submit a written statement from a health care provider, stating that he/she had a medical examination within the preceding 6 months and that he/she is in good health and poses no health risk to persons at the center.
- Pass a Mantoux TB skin test and submit a written documentation of the results of the test.

### **Upon hire:**

- Finger printing clearance (CHRI) and Child Abuse (CARI) clearance as required by NJ Licensing.
- Have First Aid and CPR certificates within 90 days of hire.
- Must complete Understanding Licensing Workshop as provided by the Office of Licensing within 90 days of hire.