



Associate Director Job Description

The Associate Director performs a variety of duties with the ultimate goal of providing education and support in a safe environment to the children and staff at the school.

Essential Functions

- Support the director with training and orientation of staff following Company and state guidelines. Assist with scheduling and arrange for substitutes in order to meet state ratios. Support Center Director's efforts to create a positive working environment through praise, recognition, and morale boosters. Maintain professional rapport with staff and parents. Associate Directors are expected to know each parent and child by name.
- Conduct tours for potential families in accordance with the Company's tour protocol. For new enrollees, properly explain the school's policies and procedures. Assist with implementation of the marketing strategy for the school. Help to support the school's community partnerships with agencies, organizations, and regulatory agencies.
- Assist the Center Director with maintaining a physical environment that conforms to licensing standards. Support the Director and staff in ensuring the implementation of the BBMA curriculum along with activities, special events, and field trips, in order to enhance the learning and development of every child.
- Assist the director with reporting and administrative tasks including, but not limited to: billing, collection/posting of payments, bank deposits, payroll, school records (including staff and children files), USDA reports, and inquiry system. Help maintain files in an organized, up-to-date manner.
- Assist with the inventory maintenance of supplies, equipment, and materials necessary to execute the program's activities. Order food as required by your menu schedule and in accordance with USDA and budgetary guidelines.
- Actively pursue opportunities for professional development by attending and participating in staff development training programs.
- Support the Center Director in maintaining all state licensing requirements/qualifications and in ensuring compliance with all BBMA policies and procedures.
- Support classrooms by filling in for teacher breaks, offering guidance and support for teachers, supporting behavior management when necessary, and overall ensure the staff have visibility to

this position and can call for assistance when needed.

- Maintain flexibility regarding the business demands of the school, including cooking, cleaning, driving the bus, and working in a classroom when needed. Assist in other areas/duties as required/requested by management.

Requirements

- Associate Directors are required to have a minimum of two years working in Early Childhood Development.
- Must have a minimum of CDA or TCC completed.
- Associates or Bachelors Degree preferred.
- Able to complete all licensing requirements as indicated by the state in which the school resides
- Active communicator with the ability to help clearly articulate the progress of children within the center to parents and families.
- Knowledgeable on CMS and other customer facing systems.
- Ability to learn quickly, and help with billing or other government programs.

Physical Requirements

- Sit on the floor or in child sized furniture.
- Reach with arms and lift up to 35 lbs regularly throughout the day.
- Walk, stand, balance, stoop, kneel, crouch, crawl, run, and be physically active at a child's level.
- Willingness to be exposed to weather conditions that are prevalent during outside time with your assigned class.

I understand the job requirements as listed above and agree that I am willing and able to fulfill these requirements.

Employee Signature: _____ Date: _____