



Assistant Director Job Description

The Assistant Director performs a variety of duties with the ultimate goal of providing education, training, supervision, and support in a safe environment to the children and staff at the school assigned and supports to director to ensure an effective running of the school.

Essential Functions

- Assist the director with recruiting, training, and orientation of staff following Company and state guidelines. Assist with scheduling and arrange for substitutes in order to meet state ratios. Create a positive working environment through praise, recognition, and morale boosters. Maintain professional rapport with staff and parents. Attempt to resolve all employee conflicts internally. You 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 school's policies and procedures. Assist with the implementation of the marketing strategy for the school. Develop community partnerships with agencies, organizations, and with all regulatory state and local agencies
- Maintain a physical environment that conforms to licensing standards. Each area of the school should be clean, neat, and organized with decorations of children's art work, curriculum, and seasonal themes. Assist the director with ensuring the implementation of our curriculum along with activities, special events, and field trips in order to enhance the learning and development of every child.
- Must assist the director with reporting and develop a working knowledge of ProCare and the P&L. Assist with 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. Maintain files in an organized, up-to date manner. Assist with meeting budget requirements regarding controlling expenses on payroll, food, and other expenses.
- 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. Ensure compliance with all state training requirements. Join local and national organizations in early childhood.
- Meet and maintain all state licensing requirements/qualifications and comply with all Childcare Network policies and Procedures at all times. 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.

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: _____