

Assistant Center Director

**Professional Commitment**

1. This position requires full time employment and commitment to quality improvement
2. Available evenings and weekends to meet deadlines and goals
3. Rotate in classrooms with opening and closing hours to monitor individual classroom/building staff and procedures
4. Assume all licensing responsibility for program, staff and children
5. Maintain membership in a Professional Organization
6. Responsible for organizational management, policies, procedures, licensing compliance, and staff development
7. Communicate professionally and effectively with parents and staff
8. Represent CLC in the community/county and state levels through involvement in activities that are of importance to CLC

**Education**

1. Prior to assuming the position must meet DCF 251 requirements
2. Prior to assuming the position must have completed the Administrators Credential or currently enrolled in
3. Must complete, maintain and pass all licensing requirements
4. Must continue education each year as defined in DCF 251. Trainings generally occur in the evenings and/or weekends
5. Obtain a Registry certificate indicating you meet licensing requirements for the position; updating and renewing annually

**Interpersonal Skills**

1. This person needs to be emotionally mature to stay calm and handle stressful and emergency situations in a professional manner
2. Capable of providing a nurturing, safe and loving environment for children and families
3. Capable and willing to maintain a nurturing, cooperative, mentoring relationship with staff
4. Keep a positive attitude about guiding others and redirecting them
5. Must be able to communicate with and build a professional relationship with all parents and staff
6. Be detail orientated and possess the ability to set and meet goals
7. Must be self-directed and self-motivated
8. Must be able to effectively mediate staff-to-parent meetings
9. Must have common sense and use good judgment to solve problems and know when to seek outside help

**Administrative Responsibilities**

1. Responsible for follow through of overall DHFS licensing rules and safety in all buildings and programs
2. Know and follow through with all CLC policy and producers
3. At least 20 hours a week shall be used for the exclusive purpose of carrying out Assistant Center Director responsibilities
4. Collaborate with administration to hire staff as necessary
5. Communicate with staff regarding; all administrative, building, curriculum, and safety issues as needed
6. Complete weekly staff scheduling in accordance with accurate classroom attendance by Tuesday the week prior, ensuring the proper licensing requirements are met keeping in mind the consistency of classroom staffing
7. Provide Center Director with parent/child information needed for monthly calendars/newsletters
8. Keep center website up to date, checking weekly for accuracy
9. Assure that all correspondence is professional and appropriate
10. Keep staff informed of schedule changes and absences
11. Be aware of staff-to-child ratios letting Center Director know when adjustments need to be made
12. File information in children’s files in the office, providing necessary copies for classrooms
13. Recommend supplies and equipment needed
14. Maintain public relations with the community
15. Collaborate with administration, staff and families to create fund-raising opportunities
16. Work with all staff to keep the overall aesthetics of the building (inside and out) inviting and clean
17. Answer phone calls
18. Ensure security system is working properly

**Responsibilities to Staff/Team Work**

1. Attend monthly staff meetings and contribute as necessary
2. Assure staff are having appropriate interaction with parents, children and other staff
3. Collaborate with Center Director to discuss programing planning as needed

**Responsibilities to Parents-Family Engagement**

1. Keep children’s wait-list accurate and current, enrolling as openings become available
2. Update and keep a supply of completed Parent Packets ready
3. Meet with potential new families, conducting enrollment meetings
4. Welcome new families addressing their questions/concerns as they arise, maintaining open communication
5. Ensure parents are notified at least 2 weeks prior to when their child/ren will be transitioning to a new classroom. New Classroom Meetings should be set up when moving to a new building
6. Ensure children are visiting their new classroom for periods of time, both during the AM and PM, at least 2 weeks prior to their final transition
7. Ensure classroom teachers are working with families to incorporate values and cultures of enrolled children
8. Assist teachers as they conduct parent meetings (new classroom and or developmental meetings)

**Licensing Responsibilities**

1. Know the names and qualifications of all staff
2. Know the names and schedules of all enrolled children
3. Keep children’s files organized, updated and accurate
4. Keep children's emergency information accurate
5. Ensure enrolled children have health exams and immunizations updated every 6 months for 2 years and under and yearly there after
6. Ensure classrooms are following through with children intake forms every 3 months for children age 2 years and under
7. Check attendance daily for staff/child ratio adjustments, checking schedule changes if needed
8. Review classroom logs books every 6 months
9. Check equipment for safety and appropriateness for the age group
10. Report incident/accident reports to DCF in the proper timeline

**Curriculum/Programming Responsibilities**

1. Oversee classroom curriculum adding new themes, supplemental trips and visitors as needed
2. Ensure child portfolios include developmental charts and appropriate observations are being done monthly

**Health and Safety**

1. Enforce safety and health policies and procedures
2. Know all allergies and or medical concerns of all staff and enrolled children
3. Know and understand USDA meal service and food requirements assuring that procedures are being followed in all classrooms/kitchens
4. Sit and eat with children during meal times encouraging good table manors
5. Complete/Review written documentation of incident/accident reports and ensure reports are reported to parents the same day and reported to DCF within 24 hours if necessary
6. Maintain a hazard free environment inside and out
7. Report child abuse to the proper authorities
8. Ensure classrooms follow through with daily cleaning schedules

**Building Upkeep**

1. Make minor repairs, requesting in writing further maintenance if needed
2. Monitor water use, heating, lighting and cooling for cost efficiency
3. Ensure that outside walkways are free of snow/ice before and during operating hours
4. Ensure classroom and common areas are clean and inviting
5. Keep Parent/Community information areas organized and updated
6. Ensure that all storage areas are organized and cleaned
7. Ensure that all safety hazards are removed or locked in an area inaccessible to children
8. Ensure that outside aesthetics reflect seasonal changes

All staff are responsible to assist with anything that is necessary to keep the program running smoothly and efficiently to meet licensing requirements. These duties may include but are not limited too; outside clean up, floors and carpet maintenance during times of illness, and assisting with fund raising events.

**I understand the job description and agree to perform the job duties and responsibilities of *Assistant Center Director*.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff name Date

A copy of this signed job description will be returned to you for your orientation packet and the original will be kept in your staff licensing file.