



Job Description

Job Title: Assistant Director

Status: Hourly

Reports to: Executive Director

The Assistant Director's role is to fully complete his/her job responsibilities so as to support the mission of the Center, and will, at all times deliver exceptional customer service to staff, children, and their families. The Assistant Director will assume Director responsibilities in his/her absence.

Primary Functions

- 1) Manage program development and implementation
 - a. Meet with staff on a regular basis to review, approve, and/or revise newly developed programs
 - b. Oversee all aspects of lesson planning with program staff. This includes distribution of themes, review of submitted plans, possible revisions/editing of plans, and arrangement of special guests/visitors as they relate to the program.
 - c. Monitor program implementation and facilitation to ensure that expected standards are constantly and consistently being met. This means maintaining a periodic (at least weekly) classroom presence for the purpose of observation.
 - d. Provide effective feedback to staff on their performances in the classroom monthly in scheduled meetings- These meetings can be done as team meetings.
 - e. Take corrective action when necessary to ensure quality programs.
 - f. Periodically, or as needed, facilitate programs.
 - g. Maintain and update the Brightwheel App with incoming children, updating room placements throughout transitions. Will also train new employees on operation and usage of the app.
- 2) Maintain open and effective communications with the Executive Director on all matters of importance.
- 3) Monitor staff performance, providing feedback as needed to staff members and the Executive Director. Assist in conducting staff performance appraisals with Executive Director.
- 4) Work in conjunction with the Executive Director to determine if the Center is adequately staffed.
 - a. If it determined that staff is needed, generate and interview a sufficient number of applicants so as to fill positions in a timely manner. This includes:
 - i. interviewing and assessment of job candidates, including collaborating with others to make the best hiring decisions.
- 5) Complete orientation and training of all staff members.
- 6) Responsible for human resources recordkeeping responsibilities to include but not be limited to:
 - a. Creation and maintenance of personnel files and other employment records.
 - b. Ensure communication of and timely enrollment in employee benefit programs.
- 7) Research, analyze, and recommend employee group benefits that will assist in attracting and retaining an effective work force while at the same time being cost effective.
 - a. This includes health and other insurances and savings/retirement plans, and paid time off plans.
- 8) Assists the Executive Director with fund raising and grants activities. This could include completing the process from start to finish.

- 9) Research, analyze, and recommend comprehensive property and casualty insurance policies, including liability coverage for Directors, Officers, and Guests
 - a. Ensure appropriate coverage is available for all events.
- 10) Learn and apply federal and state regulations governing Center operations and employment, so as to ensure the Center is in compliance.
- 11) Research products for quality and best pricing, and purchase program supplies as needed to maintain an adequate supply, while staying within budget guidelines.
- 12) Assist in arranging and facilitating tours of the Center for new and prospective families.
- 13) Perform any other tasks needed to maintain Center operations. This includes:
 - a. Technical expertise in updating the Center's website, childcare management software (ProCare and Brightwheel), social media platforms (Facebook and Instagram) and CRM (Salesforce).
 - b. Assist with development of the quarterly newsletter.
 - c. Oversee execution of monthly Fire Drills and Bi- Annual Shelter in Place Drills, ensuring these are conducted on time and in compliance with NYS OCFS regulations.

Education, Experience, and other Requirements

Bachelor's degree with at least 12 credit hours in early childhood education/development, or an Associate's degree in early childhood education with a plan of study leading to a Bachelor's Degree. Minimum two years' experience teaching children and supervising staff. Experience in not-for-profit management preferred.

Skills, Knowledge, and Abilities Needed to Perform Effectively in the Position

- Superior written and oral communication and interpersonal skills.
- Understanding of non-profit operations.
- Ability to recruit, hire, develop, and manage employees, including team development.
- Understanding of employment and human resources policies and the employment compliance regulations.
- Understanding and ability to implement OFCS requirements.
- Technical proficiency in Microsoft Suite and Center Platforms as listed above (#13).

Job-related Physical Abilities needed in order to perform the job in a satisfactory manner

Must be mobile to travel throughout the facility and the property. May require sitting for extended periods of time and frequent use of electronic/computer equipment. Must be able to step into classrooms to sub, provide light maintenance services (landscaping, cleaning tasks, painting, and gathering of resources/materials from other locations).

Expectations

- Always support our mission of improving the health and wellbeing of the children we serve.
- Adheres to SECC policies and procedures.
- Meets or exceeds expected performance standards, including consistently reporting to work on time prepared to perform the duties of the position.
- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.*
- *This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*

