

Job Description

Job Title: Daycare Assistant Director

Reports To: School Director

Summary: Responsible for implementing school goals and objectives and maintain a positive and professional attitude towards parents/guardians, staff, children and community by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Assures accuracy and review of attendance, parent/guardian sign-in sheets and absence notes.
2. Prepares bills for payment each week.
3. Prepares bi-weekly payroll.
4. Maintains current health files and immunization records, staff files and documentation of benefits.
5. Maintains current professional development for each staff member.
6. Conducts fire drills on a monthly basis.
7. Assures staff is competent, following EEC regulations, caring and qualified to work with designated age group.
8. Conducts regular staff meetings.
9. Establishes communication system and development of team work.
10. Posts new ideas, resources, curriculum guides, workshops and notices.
11. Identifies and evaluates children's needs.
12. Conducts parent/guardian conferences and offer referral procedures as appropriate.
13. Maintains a current list of qualified substitutes and provides substitutes with an orientation including scheduling, emergency procedures and behavior guidelines.
14. Performs continual child assessments.
15. Provides a calendar or other methods of communicating program to parents/guardians.
16. Maintains background information regarding family, physical development, health history and special needs.
17. Maintains facilities, inventory, equipment and supplies as required.
18. Oversees safe operations to include sanitary bathrooms, kitchen and classrooms, posting of evacuation plan in each classroom, and arranges for repairs as required.
19. Oversees child supervision of entire school.

20. Posts emergency numbers in designated areas.
21. Performs open and lock up procedures of facility.
22. Consults with Teachers regarding any difficulties in meeting certain children's needs, parent/guardian complaints or concerns.
23. Conducts bi-monthly observations.
24. Performs other related duties as assigned.

Supervisory Responsibilities:

1. Ensures all staff adheres to EEC and government regulations and the center's safety guidelines.
2. Oversees performance of staff.
3. Performs and prepares the staff performance evaluations on an annual basis.
4. Discusses any procedural problems, child developmental problems and education curriculums with the staff.

Skills:

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| Oral/Written Communication Skills in Spanish | Organization |
| Written Communication Skills | Planning |
| Family/Child Relations | Professionalism |
| Diplomacy | Presentation |
| Math Aptitude | Reading Skills |
| Negotiations | Time Management |

Education/Experience:

Associate Degree required. Bachelors Degree preferable. Prior school management experience helpful.