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Job Description Assistant Director

Reports to: Center Director

Job Summary: Support the Center Director in the areas of enrollment, admissions, and parent and community relations. Must also believe in and follow the goals of Little Lambs while adhering to all State of Michigan licensing regulations and Little Lambs staff handbook policies. In addition, promote the mission of Little Lambs to create a “home away from home” environment for children and parents.

Position Requirements:

- Bachelor’s degree or higher in early childhood education or child development, or a child-related field
- A minimum of 3 years of experience in an early childhood program
- Able to multitask in a fast-paced early childhood environment with a high level of professionalism
- Possess an exceptional amount of organizational, managerial, and administrative skills along with a background in early childhood education.
- Transcript of grades and a completed background check
- Certified in Infant, Child, and Adult CPR and First Aid
- Able to perform the physical requirements of the position (e.g., able to lift children and/or equipment to 40lbs, able to stoop, bend, sit, and stand for extended periods of time)
- Engages in 16 hours of yearly staff development to improve personal and professional skills
- Commitment to Christian principles and teachings, both professionally and personally
- Proficiency in computer software, including Microsoft Office programs and Google Workplace applications
- Willing to accept supervision to improve work performance
- Willing to perform other duties as required

Responsibilities:

To ensure the viability of the Center by maintaining enrollment and admissions procedures

1. Conduct prospective family tours and follow-up communication
2. Respond to email and phone inquiries with the Director’s help
3. Explain admission procedures/policies/discuss information with prospective parents
4. Process waiting list agreements and hold contract paperwork
5. Maintain and update enrollment forecast and waitlist placements with the Director
6. Propose edits to enrollment paperwork and parent handbook
7. Guide what enrollment space we have available for new children
8. Assure accuracy in children’s enrollment files
9. Maintain MCIR immunization files and distribute reminder letters to parents to update their child’s immunization record

To assist the Center Director in the daily management of the classrooms

1. Adheres to all State of Michigan Child Care rules and regulations
2. Assists with the management and administration of the Center, including opening and closing the Center.
3. Work with the Director and staff to develop and maintain a High/Scope-based curriculum throughout the program and maintain the vision of Little Lambs to offer a "Home Away from Home" environment
4. Assist the Center Director with maintaining and increasing staff motivation and morale
5. Assist the Director with the responsibilities for operating the Center within budget
6. Serve as secondary contact person:
 - a. State licensing agencies and health and fire departments
 - b. Parents, center staff, church staff, and other committees
7. Assists when necessary, in the classroom to maintain the required child/teacher ratio or when additional assistance is needed.
8. Work with the Director on making necessary updates to the Emergency Operation Plan
9. Proficient in the use and maintenance of the Pro Care Software program

To ensure staff professional development requirements are met

1. To work with the Director on guest speakers for continuing education for staff
2. Research professional development opportunities for all staff with the Director
3. Track staff training hours for bi-annual licensing review
4. Track annual trainings (CPR, First Aid)
5. Plan the center's yearly professional development days with the Director (August shutdown days)
6. Conduct new employee training/orientation

To leverage relationships with parents to further develop a sense of community in the Center

1. Help new parents and children adjust to their new environment at Little Lambs via email, in person at the center, or by phone.
2. Work hours that allow for center support and building family relationships
3. Advisor/liaison to Parent Advisory Committee
4. Plan center-wide events (i.e., Christmas party)
5. Assist with marketing projects
6. Develop and distribute reminders and/or flyers around the center
7. Promote CCC programming via the LL newsletter or mailings

To assist the Center Director in maintaining a commitment to professionalism:

1. Provide professional supervision and encouragement to the teaching staff
2. Sets standards for a professional, encouraging, and supportive atmosphere
3. Encourage teaching and support staff to share ideas and successes
4. Give feedback on the evaluation of staff members annually to promote personal growth and professional development.
5. Maintain active relationships with professional organizations dealing with current issues in early childhood education
6. Attend Center-sponsored events and other events that may take place outside of normal business hours (i.e., Curriculum night)

7. Attend Lead Teacher Meetings and all staff meetings. Command respect by example by showing constant open-mindedness, leadership, and compassion, and by maintaining open lines of communication
8. Embrace other opportunities and assignments as delegated by the Director and/or Board of Directors

To assist in developing a strong staff well-suited to deliver high-quality and developmentally appropriate programming

1. Interview and make recommendations to the Board of Directors for the hiring of new employees
2. Assist the Director in scheduling and coordinating logistical arrangements for staff meetings and workshops, within the center's professional development budget
3. Liaison for presenters or vendors for staff events
4. Assist the Director in planning staff team-building activities/outings
5. Ensure that all staff meet licensing requirements (background check)
6. Conduct new employee training/orientation
7. Track and purchase anniversary gifts for teachers
8. Make edits/suggestions to our staff handbook