



ASSISTANT DIRECTOR

As a full-time **Assistant Director**, you will work side-by-side with the owner, teachers, children, and families to provide a home away from home for children in our care. Responsibilities include both in the classroom and in the admin role:

- Nurturing hands-on presence in the classrooms, actively engaging with children, and playing an integral role in the learning experiences provided.
- Managing the overall operation of the center including boosting student enrollment by planning/organizing and hosting events, recruitment and development of staff, management of policies and procedures, child safety, environmental health/hygiene, and state licensing.
- Supervising and evaluating staff performance, including hiring, training, and disciplinary actions.
- Collaborating with the owner to provide ongoing feedback for teaching staff, using a variety of tools such as the Teacher Observation Tool and student assessment data.
- Implementing our curriculum to ensure children meet their age-appropriate milestones
- Working with teachers and staff to ensure children are progressing academically, socially and emotionally.
- Ensuring that all staff members understand the objectives and expectations within each classroom.
- Managing administrative tasks such as scheduling, processing payroll, accounts payable, accounts receivable, and general communication.
- Ensuring compliance with all state safety, fire, quality programming, educational and staffing regulations as required by NJSDCF licensing and accreditation.
- Ensuring the center meets state licensing and safety standards and be aware of any areas/standards that are lacking and develop methods for improvement.
- Implementing and ensuring completion of training for all staff members.
- Providing effective communication with parents/guardians about their child.
- Deeply connecting with students, colleagues and parents to vigorously uphold a culture of welcome, safety and respect and provide ideas for staff to do the same.
- Creating professional development presentations tailored to each Center to address relevant weaknesses.
- Assisting in other capacities that Owner, or designee, determines is necessary.

Requirements:

- Master's Degree in Early Childhood Education/related field OR Bachelor's Degree in Early Childhood Education/related field with 1 year of child care supervisory experience
- 6 months Lead Teacher experience **required**
- Strong customer service and interpersonal skills
- Ability to multitask and remain organized
- Must meet state criteria for child care employment

Experience in one or all of the following is *highly preferred*:

- Brightwheel
- Bamboo HR
- Creative Curriculum