

## **JOB DESCRIPTION AND RESPONSIBILITIES/ ASSISTANT DIRECTOR**

**Title:** Assistant Director

**Hours:** 7:00 a.m. to 3:00 p.m. or 10:00 a.m. to 6:00 p.m. Monday thru Friday

**Qualifications:** The Assistant Director must be at least twenty-one years of age, have a High School diploma or General Education Diploma (GED), three years of satisfactory full-time experience in a child care setting and one of the following:

- Child Development Associate Credential (CDA)
- Certified Childcare Professional Credential (CCP)
- Certificate of Mastery in Early Childhood Development
- Associates or Bachelor's Degree in Child Development or Early Childhood Development

**Responsibilities:**

- Arrive at least 10 minutes prior to work shift starting and depart no earlier than specified time, unless prior approval has been granted.
- Assume full responsibility for the center in the Director's absence
- Greet parents and children by name as they are entering or leaving the building
- Ensure all safety measures are closely followed
- Monitor telephone in-coming and out-going calls
- Collect fees and give receipts as needed
- Monitor personnel performance and ensure ratios are met
- Provide breaks for personnel as needed
- Address family questions and concerns
- Conduct and oversee the set-up of new rooms
- Schedule work shifts, vacations and other time off
- Arrange for substitutes
- Ensure center is clean and building is secure on evening shift

**Pay Schedule:** Assistant Director will be paid an hourly wage based on experience, education and credential, determined by the owner when hired.