



JOB DESCRIPTION: CHILDCARE CENTER ASSISTANT DIRECTOR

Reports to: CHILD CARE CENTER DIRECTOR

BECAUSE EASTMINSTER PRESBYTERIAN CHURCH IS A CHRIST CENTERED, INTENTIONALLY CROSS-CULTURAL CHURCH, ALL EMPLOYEES ARE TO BE COMMITTED TO THE GOSPEL OF JESUS CHRIST IN BOTH BEHAVIOR AND LIFESTYLE. IT IS UNDERSTOOD THAT ALL EMPLOYEES OF THE CHURCH WILL BE COMMITTED TO THIS VISION AND BE WELCOMING AND INVITATIONAL TO ALL PERSONS IN THE COURSE OF COMPLETING THEIR DUTIES. ALL STAFF MEMBERS ARE CALLED TO BE ENTHUSIASTIC AND ENERGETIC IN THEIR WORK FOR THE LORD.

PURPOSE:

To serve the church by assisting in the operation of Eastminster's daycare program under the supervision of the Director. This includes enrollment and operations management, staff hiring/firing and supervision, budget-over-sight, recruitment and training of staff, maintenance of state licensure and safety requirements, and overall program planning and reporting. The administration of the child care center is under the direction of the Session of Eastminster Presbyterian Church and is a state licensed Christian childcare facility. All efforts are directed to adherence to and compliance with state and the church requirements and regulations.

JOB RESPONSIBILITIES

In addition to the duties listed below, plans, organizes and directs the overall activities of the childcare center and its program in the absence of the Director.

Safety:

- § Learn, maintain and comply with State, Department of Public Assistance, Child Care Partnership and Safety Standards.
- § Collect semi-annual emergency contact form and fee agreements form from clients.
- § Ensure the established policy for child pickup is adhered to by all staff members.
- § Diligently follow the policies/procedures set forth by Eastminster's Building Code.
- § Observe staff interactions and day care operations to ensure safety.

Food Program:

- § Schedule, monitor and record all aspects of the Center's Food Program.
- § Ensure compliance as set forth by the State, Department of Public Assistance, Child Care Partnership, and the church (Property and Finance)
- § Report monthly to the state for reimbursement.

Program Development:

- § Administer and implement a program which meets the educational, social and health needs, and the abilities of preschool children (ages 0-5 years).
- § Review and select curriculum and educational tools for Childcare Center.

- § Attend conferences and workshops that will increase industry knowledge and enhance the Center's growth and development.
- § Develop and implement procedures for a comprehensive training program for staff including: *new staff orientation, in-service programs (2 days a year and continuing education (24 credit hrs a year).*
- § Make recommendations to change aspects of the overall program in order to meet the needs of the children and the parents in areas such as, enrollment procedures, parent counseling and the parent education program
- § Meet with parents individually at least once yearly and/or as needed to address parents' concerns, questions, and suggestions regarding their children.

Enrollment:

- § Assist the Director with all enrollment activities:
 - Assist with new client interviews and orientations.
 - Along with the Director, invite new families to tour Eastminster Church and provide information about the church's programs and services.

Staff:

- § Assist Director with candidate interviews.
- § Coordinate program staff, trainees, students and volunteers to meet center ratio requirements.
- § Provide leadership, nurturing support of and maintain effective working relationships with staff.
- § Work with Director to Maintain State-mandated daily staffing ratios.
- § Ensure that staff members meet, develop, and maintain NAEYC and state license regulations/requirements.
- § Conduct in-service trainings, plans and schedules the activities for staff.
- § Aid in preparation of daily classroom plans.
- § Assist staff with discipline of the children enrolled in the daycare, when necessary.
- § Assist staff with planning and execution of special events for children/families.

QUALIFICATIONS:

- § Has a love for children and seeks to grow and develop them.
- § Is welcoming and invitational to all children, parents and staff.
- § Creates a professional, friendly atmosphere, a reflection of EPC.
- § Is self-motivated, able to work independently and to multi-task.
- § Displays appropriate compassionate, yet assertive communication skills.
- § Can interact effectively with a diverse range of people.
- § Maintains a consistent, positive attitude toward situations, children, staff, and parents.
- § Demonstrated ability and experience with time management and completing tasks on time and within budget.
- § Demonstrated ability and experience with supervising staff.
- § Has knowledge of, and commitment to NAEYC requirements, the standards of day care operation under social services and auspices as prescribed by the Commonwealth of Pennsylvania, and church policies.
- § Has knowledge of the physical, social and emotional needs of preschool children and possesses educational experience which will foster the children's growth and development.
- § Must possess considerable knowledge of individual and group behavior with emphasis on children's needs and behavior patterns
- § Possesses and maintains current ACT 33, 34 and FBI clearances.

EDUCATIONAL REQUIREMENTS

1. A Bachelor's Degree in Early Childhood Education, Child Development, Special Education, Elementary Education, or in the Human Services field from an accredited college or university, **and** at least one year of experience working with children. – **OR-** 30 credit hours with at least two years experience working with children.
2. **-OR-** an Associate Degree from an accredited college or university in Early Childhood Education, Child Development, Special Education, Elementary Education, or in the Human Services field from an accredited college or university, **and** at least three years experience working with children. – **OR-** 30 credit hours with at least four years experience working with children.
3. The Assistant Director shall be employed by a facility and be present at the facility site a *minimum* of 30 hours per week.
4. The Assistant Director may also function as a group supervisor in a facility in which 45 or fewer children are enrolled.

SCHEDULE:

This is a non-exempt, full-time position.

TO APPLY: Email resume to Allison Maybury, Director: eccc_director@yahoo.com.

This job description is not intended to form a guarantee and or contract regarding any term and or condition of employment. Accordingly, Eastminster Presbyterian reserves the right to modify or change any and all terms or conditions, including, job duties and requirements based on operational, fiscal and or performance issues or demands.

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