



CELEBRATION
CHILDCARE CENTER

JOB DESCRIPTION

ASSISTANT DIRECTOR

9555-1 R G SKINNER PKWY, JACKSONVILLE, FL 32256

PRIMARY PURPOSE

Assists the center director with conducting the daily responsibilities of center operations in accordance with guidelines established by Celebration Church and other designated quality standards. Monitors staff compliance with health and safety protocols, policies and licensing regulations. Addresses and corrects non-compliance promptly through training and progressive counseling when needed. Leads and directs the work of others. Assumes director responsibilities in the Center Director's absence. Incorporates church's mission, culture, goals, values, philosophies and policies to maintain an inclusive environment and positive relationships with families, staff and clients. May represent the center in the center director's absence as the day to day contact with the local community. Assists director in overseeing operational performance, including enrollment, marketing, tuition billing, and accounts payable. Demonstrates sound judgment in unusual or crisis situations.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

OVERSIGHT:

- Leadership/Supervision of Staff
- Supports a positive work environment. Supports the employee experience from hire to orientation, professional development, and engagement.
- Keep team focused and motivated by offering balanced and constructive feedback at regular intervals, rewarding successful outcomes, and promptly addressing poor performance with guidance from director.
- Support director in developing team members by providing individualized support including goal setting, recognition and training.
- Develops and maintains positive relationships with colleagues, staff and families. Promptly addresses concerns with the goal to resolve conflict.

RELATIONSHIPS:

- Ensure trusting and supportive relationships with staff, focusing on good communication.
- Supports a satisfied community with current and prospective families, with a proactive approach to customer service and particular focus on parent/teacher conferences and transition meetings.

QUALITY ASSURANCE:

- Health, Safety, Licensing and Center Maintenance
- Monitors classrooms regularly to assess program quality, ensures documentation is up to date, and makes learning visible. Ensures the physical appearance of each classroom meets center standards.

- Leads compliance with licensing, health and safety, and orientation/training requirements throughout the center; ensures teachers are properly supervising children and following transition procedures.
- Reports suspected child abuse, neglect or concerns regarding care/risk of children, staff or families immediately to the appropriate State agency and Center Director. Take steps to investigate as appropriate.
- Oversees daily children and staff health/wellness checks, staff/child physical and immunization records, allergy management, bottle, sleep and crib checks, first aid, and fire/emergency drill protocols.
- Ensures staff files are up to date including CPR/First Aid and stays current on all center policies.
- Monitors maintenance of facility, equipment, and supplies to ensure they are safe and in good condition.
- Oversees menus, and food ordering when applicable
- May be assigned classroom responsibilities as well as supervisory responsibilities.
- Receives limited direction and exercises independent judgement within the scope of their role

JOB REQUIREMENTS

- Associate Degree in Early Childhood Education related field or CDA preferred.
- CDA will be required to complete within 1st year of employment if not already done
- State licensing 45 hour coursework required
- 2 to 4 years of child care teaching experience preferred
- 2 years of Supervisory or administrative experience preferred
- Work schedule:: 9am-6pm Monday-Friday

- Must demonstrate in-depth understanding of center quality, compliance, health, safety and licensing standards; must have knowledge and ability to lead staff in implementation of developmentally appropriate curriculum.
- Position relies on extensive experience and judgment to plan, accomplish goals and manage crisis situations.
- Must demonstrate skill in communication, leadership of diverse teams, organization and systems management, customer service, and ability to perform job responsibilities in all levels of direct care.
- Must demonstrate knowledge of business operations and management of center financial performance.
- Must be proficient with technology platforms for business operations.

PHYSICAL DEMANDS:

- Must maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.
- Must respond immediately and appropriately to multiple or unexpected situations or emergencies.

STIPULATIONS:

- Every employee is a representative of Celebration Child Care Center and agrees to adhere to the Celebration Child Care Center Statement of Faith and Standards of Conduct.