



Position: Assistant Director

Supervisor: Center Director

Hometown Child Care strives to instill in each child a desire for lifelong learning by the Learn Through Play Philosophy. Our emergent curriculum is defined as a process where teachers plan activities and projects based on the specific group of children they are working with. Our teachers take into account each child's skills, needs, and interests. Through this approach, teachers gain a greater understanding of each child's individual needs, allowing for thoughtful and individualized lessons and activities.

The Assistant Director is a full-time position (30-40 hours – hourly) that is responsible for assisting the Director in the day to day business operations and supervision of a licensed child care center for children ages 6 weeks to 12 years old. The Assistant Director provides support to the Hometown leadership team and teaching staff, doing this in a positive and professional manner at all times. The Assistant Director assists with maintaining all child and employee safety, health and security standards as part of the Hometown policies and procedures. S/He will support the Director in delivering profitable results.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Financial Growth & Profitability

- Conduct tours of Hometown Child Care center and consult with prospective families to promote the values, culture and goals of Hometown;
- Reports to the Director any staffing issues, client issues and damaged materials
- Utilizes information systems tools - COPA, Teaching Strategies Gold and Creative Curriculum

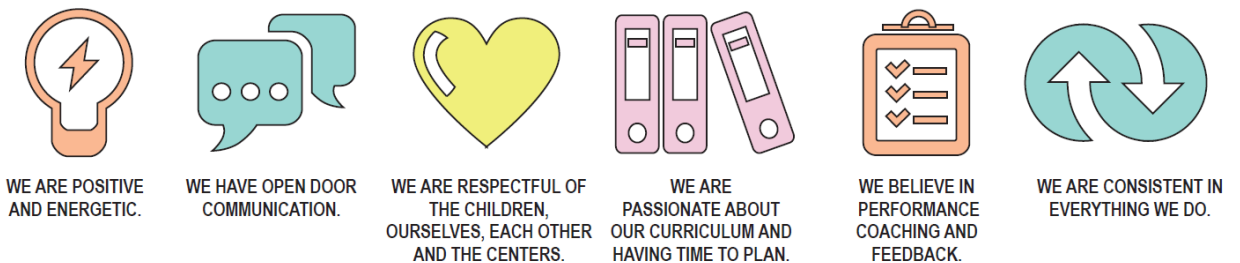
Operations, Licensing and Accreditation

- Alongside the Director, assists in overseeing the center's operations. Helps welcome and train new staff
- Ensure staff are following company policies
- Assists the Director in the management of the EHS program
- May have responsibilities related staff management;

- Oversees administrative tasks such as: classroom sign in/out daily sheets, food program sheets
- Confirm that all classrooms have a weekly lesson plan and sign off on them
- Work with Angel from the YWCA and the teachers on ASQ's and child intervention services
- Work with the EHS teacher coach by identifying teachers that need more coaching
- Informs Director of required supplies to promote an efficient and organized work and learning environment.

Lead and Manage Staff

- Acts as a role model for staff by following and supporting company policies, dressing professionally, and be accountable to their work schedule;
- Manages EHS Teachers with requirements
 - Observations
 - Lesson plans
 - ASQ Evaluation
- Maintain a productive, positive, dynamic, engaging and fun working environment, and openly welcome employee feedback and ideas. Encourage peer collaboration;
- Ensures the company core values are upheld and aligns everything with them:



- Models and leads staff based on our company's internal culture vision of: *Live and work with purpose and passion. Build a joyful community together where each of us matters. Always deliver our very best.*

Family Experience & Satisfaction

- Ensure all families enjoy and appreciate the learning center's culture, environment, services and staff;
- Supports family engagement projects;
- Assists in planning and execution of events that provides for parental/guardian interaction with the Centers team.

Cleaning and Sanitation

- Assists with the ongoing safety and cleanliness of the facility so all interior and exterior maintenance and service procedures are completed in a timely manner;
- Assists with ensuring all operating procedures are followed to maintain standards of cleanliness required.

ESSENTIAL QUALIFICATIONS

Qualifications and Education

- Four-year degree in Early Childhood Education (or equivalent preferred);
- CPR/First Aid and Heimlich Maneuver Certified;
- Prefer two or more years' experience in the child care field. Minimum of 3 years experience in a leadership position;
- Must meet DCFS licensing requirements as required for an Assistant Director;
- Certificate of completion of Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS) trainings;
- Gateways certificate meeting Assistant Director requirements;
- Certificate showing completion of Mandated Reporter Training;
- Certificate of completion on the nature of Sudden Unexpected Infant Death (SUID), SIDS and safe sleep recommendations of the American Academy of Pediatrics.

Physical Requirements

- Proof of a physical examination within the last six months, which includes a tuberculosis test by the Mantoux method;
- Comply with other background checks as required by the Agency and/or DCFS licensing;
- Completion of Drug Screen.

Additional Duties

- Provides back-up in classrooms as necessary. (breaks, "pumping" breaks, staff needs);
- Provides phone support in office;
- Office support projects such as manuals, handbooks, copies, laminating;
- Typing, filing, run errands;
- Restock of supplies, notify the Director of items to order;
- Other duties and responsibilities as assigned;
- Meet professional obligations through efficient work habits such as meeting; deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others;

- Cross train on other office duties to provide back up as needed and for future growth;
- Knowledge and experience with the basic principles of child development;
- Preferred Spanish-speaking;
- Personal qualifications as required in Part 407: Licensing Standards for Day Care Centers, emotional maturity, willingness to cooperate with the aims of the program, respect for children and adults, flexibility, patience, good personal hygiene, and physical and mental health which does not interfere with responsibilities;
- Attend staff training and meetings, as requested;
- Complete timely and accurate time sheets;
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community.

AGREEMENT

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

I have read and understand this job description:

Employee Name: _____ **Date:** _____

Employee Signature: _____