



EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Assistant Director of Early Education
DEPARTMENT:	Early Education
CLASSIFICATION: Exempt /Nonexempt	FLSA Exempt
REPORTS TO:	Director of Early Education
SUPERVISORY RESPONSIBILITY:	No
POSITION TYPE AND EXPECTED HOURS OF WORK	Full time; Monday – Friday Some evenings and weekends required
REVIEWED/REVISED DATE:	April 2023

REQUIRED EDUCATION:
<ul style="list-style-type: none"> • Associate’s degree in Early Childhood Education, Elementary Education, or a related field • Bachelor’s degree preferred

REQUIRED CERTIFICATIONS:
<ul style="list-style-type: none"> • Florida Child Care Director’s Credential-VPK Endorsement (within 6 months of position)

REQUIRED WORK EXPERIENCE (YEARS):
<ul style="list-style-type: none"> • A minimum of 2 years, working with young children (ages birth through kindergarten) • A minimum of 2 years working in a NAEYC accredited center • A minimum of 2 years coaching or supervising adults

REQUIRED QUALIFICATIONS:
<ul style="list-style-type: none"> • Successfully pass required background checks • Communicate effectively both orally and in writing • Listen, respond appropriately, and make decisions in the best interest of the organization and its clients • Organized, detail-oriented and driven to find solutions • Develop a working knowledge of state, local, and community resources related to early childhood education

JOB SUMMARY/PURPOSE:
<p>The primary purpose of the Assistant Director is to ensure high quality outcomes are achieved relating to instruction, curriculum, assessment and accreditation. This will be done through effective mentoring, training and coaching of classroom teaching staff in partnership with other administrators. Additionally, the Assistant Director will be managing all aspects of center operations.</p>

ESSENTIAL JOB FUNCTION (1): Early Education Program Quality Support
<ul style="list-style-type: none"> • Oversee implementation of instruction, curriculum, assessment and accreditation in partnership with Director of Early Education • Provide teachers with training, coaching and mentoring for quality improvement and professional growth through regular observation with formal and informal feedback • Train, monitor and support improvement of classroom environment and accurate collection of child performance data using valid and reliable program assessment tools (e.g., CLASS®, VPK Assessment, Teaching Strategies GOLD®) • Monitor and provide guidance on Screening and Assessment Tools (e.g. ASQ, Teaching Strategies GOLD®)



- Assist in the review, collection, and effective communication of child outcome results and use of data for planning purposes
- Model and train educators in child-centered, developmentally appropriate practices to meet the physical, emotional, intellectual and social needs of the children.
- Model, train and assist educators in needs associated with behavior concerns.
- Collaboratively develop transition plan for students in VPK to enter Kindergarten successfully
- Assist with the preparation of weekly lesson plans, including individualization and all other required elements
- Assist in identifying, prioritizing, and organizing materials and equipment needed in classrooms and on playgrounds
- Plan and present professional learning on relevant early childhood topics and develop appropriate follow up practices to ensure successful application
- Collaboratively develop and support a professional development plan for teachers
- Partner with classroom staff to ensure classroom environments are set up in a responsive, developmentally-appropriate way to meet the needs of the children
- Provide initial training and ongoing technical assistance for digital resources

ESSENTIAL JOB FUNCTION (2): Childcare Center Operations

- Operate the center in the absence of other administrators
- Actively participate in the hiring process of early education center staff
- Provide feedback on child care performance evaluation during probationary and annual review
- Establishes trusting relationships with parents and families
- Partner with other departments to ensure successful operations
- Develop and refine overall and daily scheduling of classroom staff
- Follow the center’s guidelines as set forth in the Family Handbook, Team Handbook, and other program documents
- Provide classroom coverage as needed
- Provide administrative coverage to include regularly opening or closing the center
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required

WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person’s working conditions while performing the job; along with the percentage of travel time expected for the position.

EEO STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Manager/Director _____ Date _____