



Position Available: Assistant Director of Early Education

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

POSITION DESCRIPTION AND JOB FUNCTIONS

Are you looking for a leadership position with a balance between time in the classroom and time spent administratively? Jack & Jill Center is currently seeking an Assistant Director of Early Education. Our ideal candidate has a strong understanding of developmentally appropriate practices, can quickly build strong relationships, can manage multiple priorities, is a visible leader, and puts children first!

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.

- 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, formal and informal feedback, and professional development
- 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

- 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
- 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

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 and covering the front desk receptionist as needed
- Lead work in partnering with teaching staff regarding illness reports, incident reports and injuries
- Frequent walking, sitting, bending, stooping, lifting up to 30 pounds and reaching overhead required

POSITION REQUIREMENTS

Desired Experience:

- Associate's Degree required; Bachelor's Degree preferred
- NAEYC experience preferred

SPECIFICS

- Title: Assistant Director of Early Education
- Job Type: Full-time
- Salary: \$45,000.00 - \$50,000.00 annual salary
- Report To: Director of Early Education
- Benefits: We offer comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 403(b)-retirement plan and life insurance, tuition reimbursement, Professional Development Assistance, Paid Time Off
- To apply, please submit an Employment Application by [clicking here](#).