



Assistant Program Director/Teacher Assistant

The Assistant Program Director/Teacher Assistant reports directly to the Program Director and works closely with the Board of Directors in all aspects of the organization's management, fundraising, marketing, finances, programming, strategic planning, and organizational development.

Responsibilities:

- Support a learning-oriented organizational culture that emphasizes quality experiences for children, collaborative relationships, continuous improvement, and high performance by developing curriculum
- Promotes a safe, nurturing, healthy, positive, caring environment where self-concepts are enhanced, independence encouraged, and individuality respected.
- Maintain accurate records on children to include development, attendance, immunization, and general health; maintain accurate waiting lists
- Develop and maintain parental rapport: keeping parents informed of their child's daily experiences and center activities
- Recruiting, training, supervising and retaining quality staff
- Plan, develop, schedule and/or provide in-service training and staff evaluations
- Order and maintain child care supplies and equipment
- Foster and cultivate partnerships with other organizations
- Prepare and maintain administrative and business reports and records; record payments, bill late charges, collect delinquencies; review financial reports; analyze problems in these areas and make recommendations to resolve them
 - Building Facility Management including but not limited to inspections, permitting, code compliance, capital projects, maintenance & repairs

Skills & Abilities (i.e. technical, organizations, knowledge, etc.)

- Excellent customer service skills.
- Able to build successful relationships and have the ability to influence people at all levels.
- Proven track record of high performance and exceptional results.
- Able to lead and manage successfully.
- Skill in planning and organizing, able to meet strict deadlines.
- Effective verbal and written communication skills.
- Able to define problems, and resolve them quickly and appropriately.
- Skill in efficiently handling conflict and complaints.
- Ability to work with frequent interruptions and changing priorities.

- Computer literate, including proficient with Microsoft Office programs.

Education / Experience:

- Minimum of 21 years of age
- Bachelor's Degree in Early Childhood Education, Child Development or related field preferred
- High School Diploma or equivalent required
- Minimum of two (2) years' experience in a licensed child care facility with at least one (1) year in a Management role
- Must provide written documentation of recent health exam to support excellent health prognosis
- Complete TB skin test and be free from contagious diseases
- Ability to lift up to sixty (60) pounds

Specialized Training and/or Licensing:

- Minimum of a day care administrator's credential issued by a professional or education institution
- Must have current Adult, Infant and Child CPR and First Aid certification

Full Time