

Garden Lakes Christian Academy
2517 North 107th Avenue
Avondale, Arizona 85323
(623) 936-9147

Position Title:

Assistant Director; Responsible for the daily operation of the Early Childhood Education program, including providing services to children, parents, and staff. Under the supervision of the Child Care Director, will oversee aspects of administration and maintenance to ensure a suitable, viable service is provided to meet the needs of the community.

Essential Job Responsibilities:

1. Assist in the admission, placement, and retention of children at the child care center.
2. Assist in maintaining the necessary enrollment and developmental records of children as required by the Arizona Department of Health Services, Office of Child Care Licensing.
3. Assist in maintaining childcare accounts for clients at the center. Monitor accounts; collect fees, and complete required accounting forms.
4. Protect families by keeping personal information confidential.
5. Greet parents and children when entering the facility. Ensure that check-in/check-out procedures are followed at all times. Monitor building security.
6. Assess each child's daily health status. Observe and document any signs of illness, injury, or child abuse/neglect and convey to the center Director. Prepare written report of observations.
7. Administer first aid procedures as may be necessary. Monitor children who become ill and contact parents or their designee to remove child from the center.
8. Create a safe environment by maintaining orderly, clean, and appealing facilities. Inform the Director when maintenance or service is needed.
9. Help supervise the monthly fire and emergency evacuation drills.
10. Interact with parents and community members; maintain open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.
11. Post and maintain the center's parent notice board including information as required by the Arizona State Child Care Licensing Rules (R9-5-303).
12. Maintain all center records in an accurate and timely manner and in accordance with policy and procedures.
13. Provide direction to childcare teachers, assistants, temporary staff, and volunteers.
14. Document staff attendance and absenteeism and report relevant information to the center Director.
15. Assist in maintaining center's professional status by supervising, training, and evaluating staff and/or volunteers.
16. Responsible for ensuring that all state, board, and center policies and procedures are implemented in providing appropriate care and educational programs for children enrolled at the center.
17. Recommend and assist in developing policy and program changes that are responsive to the needs of the parents, children, and staff at the center.
18. Responsible for developing a list of substitute staff; maintains list and arranges for substitutes to relieve staff as needed.
19. Assist in developing, implementing, and evaluating educational curriculum for children in consultation with staff and the center Director.
20. Facilitate the planning of activities in the following areas based on the developmental needs of the ages of children at the child care center: art/creative, science/sensory, math/counting, dramatic play, gross motor, fine motor/manipulative, language/listening skills, music, and Christian principles and worship.
21. Support and reinforce an orderly and disciplined classroom. Model management and discipline techniques for acceptable resolution.
22. Model and encourage positive and effective communication among staff members. Facilitate the development of a cooperative team within the center.

23. Provide leadership and support in problem solving and conflict resolution with staff, parents, and children.
24. Provide input into budget and financial management. Monitor classroom and center supplies and maintain a list for ordering supplies in a timely manner.
25. Assist in the planning and coordination of special events and activities.
26. Attend and actively participate in center-sponsored activities including staff meetings, parent/teacher conferences, parent/family activities, and special programs.
27. Adhere to all center policies and procedures.
28. Adhere to all policies and procedures established by the Arizona Department of Health Services as they pertain to the care of young children.
29. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and/or participating in professional organizations. Secure 12 clock hours of continuing education credits each calendar year.
30. Maintain a current CPR/First Aid certificate.
31. Serve as program Director Designee in the Director's absence.
32. Perform other job related duties as assigned by the Director.

Required Knowledge, Skills, and Abilities:

1. Must have a working knowledge of the rules and regulations of the Arizona Department of Health Services, Office of Child Care Licensing, as they pertain to child care facilities
2. Knowledge of child growth and development theories and practices
3. Ability to design and implement developmentally appropriate curriculum and instructional activities
4. Ability to plan instructional activities that utilize and integrate the Arizona Early Learning Standards
5. Knowledge of and willingness to support Christian based curriculum and activities
6. Must have teaching skills and experience working with the ages of children served by the center
7. Good organizational skills and a commitment to follow through on tasks
8. Ability to communicate effectively in both oral and written form
9. Must have excellent interpersonal skills and be able to work well with coworkers, supervisors, parents, and community members
10. Ability to assist in planning and executing sound fiscal management to adequately fund operations of the center
11. Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner
12. Must be able to operate a personal computer and have a general understanding of application software
13. Regular and reliable attendance
14. Physically capable of lifting, holding, or carrying a child weighing up to 50 lbs.

Qualifications:

1. 21 years of age or older
2. High school or high school equivalency diploma and six credit hours or more in early childhood, child development, or closely related field in an accredited college or university; or 60 hours of instruction, provided in conferences, seminars, lectures, or workshops in the areas of early childhood, child development, or a closely related field; and 24 months or more of child care experience.
3. N.A.C., C.D.A., C.C.P., or C.P.C. credential and 18 months of child care experience.
4. A minimum of 24 credit hours from an accredited college or university, including at least six hours of course work in the areas of early childhood, child development, or closely related field and 18 months or more of child care experience.
5. Associate degree from an accredited college or university in the areas of early childhood, child development, or closely related field; and six months child care experience.
6. Qualify for or currently possess a fingerprint clearance card
7. First Aid and CPR Certificate
8. Desire to teach in a Christian environment