



Subject: Job Description for Assistant Director
Effective Date: July 9, 2018
Department: Personnel

Principle Function:

The Child Enrichment Center (CEC) Assistant Director should be a dynamic individual committed to the early childhood profession. This position is responsible for staff support and development, support for daily program operations, oversight of various curriculums and event/program planning. The successful candidate will have the ability to manage multiple tasks in a fast paced early childhood environment with a high level of professionalism. All endeavors and activities should also support and enhance the worship, education, music, mission and outreach ministries of the church.

Job Classification:

This position is an exempt full-time position.

Working Relationships:

The CEC Assistant Director reports to the CEC Director with oversight by the Director of Ministries/Minister of GroupLife and the CEC Committee.

Requirements - Knowledge, Skills, Abilities:

- A Bachelor's degree in Early Childhood or related field or equivalent experience.
- Experience with accreditation criteria and process also preferred.
- Demonstrate an appreciation of the worth and dignity of children, parents and peers and an understanding of their unique needs and concerns.
- Attend training seminars/workshops and log 20 hours annually of administrative training in compliance with DSS.
- Listen effectively and communicate clearly, both orally and in written form.
- Speak confidently before groups.
- Flexibly adapt to the diverse situations that arise in early childhood education.
- Proficient in Word and Excel. Knowledge of computer software, such as PowerPoint, and Publisher. Familiarity with ACS Headmaster is a plus.
- Committed to biblical Christian principles and teachings both professionally and personally.



- Sufficient good health in order to carry out duties, including walking, standing, lifting, carrying objects, and sitting, sometimes for prolonged periods of time.
- Pass a physical and a pulmonary tuberculosis (TB) test, plus criminal, financial and sexual misconduct background checks.

Responsibilities:

DSS/DEHEC & Church Policies

- Maintain records both physical and electronic, such as children's files including immunization records as required by DSS regulations, attendance records, ouch reports, discipline reports, allergy/medical information, extracurricular activity/therapy DSS forms, and children's evaluations.
- Comply with all established church policies and procedures as well as all applicable federal and state laws.
- Be knowledgeable of all fire codes, Labor Board Laws, DSS and DHEC regulations so that the center is in compliance at all times.
- Ensure all necessary schedules and evacuation plans are posted in the classrooms.

Parent Communication/Contact

- Speak and behave in a professional manner with staff, children, parents, visitors, service people, et cetera, at all times.
- Maintain appropriate contact with parents and help with communication between the Director, parents and teachers.
- Generate and send reminders to parents and staff when paperwork and other items are due.
- Assist with Mass Mailings – Back to School Letters, Registration Materials, Summer Options, etc.
- Help with tours and registration of children.

Staff Operations

- Share in the duties of opening and closing the center. Hours of operation are 7am to 6pm.
- Help supervise personnel and secure staff substitutes when they call in sick.
- Assume teaching responsibilities when necessary.
- Help keep staff informed of any changes in Day Care rules and regulations.
- Notify Director of any parent & teacher concerns.
- Provide orientation for new staff and substitutes when asked.
- Assure the order, cleanliness, and safety of the classroom, restrooms, playground, and buses.
- Schedule service, repairs, mulching, and playground & facility refurbishment.



- Work with teachers in planning activities (field trip and curriculum) for school year and Summer Camp.
- Oversee Special Events within the CEC.
- Maintain and order supplies as needed for the teachers, the resource room, and for cleaning supplies & paper products.
- Perform other duties as assigned from the Director and/or the Minister of GroupLife as necessary.

** These responsibilities are subject to change at any time.