



## **Assistant Director for Early Childhood Center**

**Purpose:** Partner with the Director to create a positive, welcoming, joy-filled school where teachers are encouraged, parents are supported and children have the opportunity to grow and learn in a safe, loving, Christian environment.

### **Job Responsibilities:**

- Aid in the planning, implementation, supervision and evaluation of all aspects of the curriculum, staff training, and staffing configurations in collaboration with the Director
- Abide by and implement all policies established by the ECC Committee and/or the Session of Church of the Palms
- Knowledgeable in developing and implementing age-appropriate activities
- Assist staff with Professional development and age-appropriate lesson plans
- Able to substitute for all age groups
- Knowledgeable in Department of Children and Family Policies and procedures
- Knowledgeable in Early Learning Coalition Policies and Procedures
- Maintain staff and student files with efficiency and confidentiality
- Promote a Christian environment, (see Church of the Palms Covenant)
- Comfortable maintaining a safe, loving, professional program in the Director's absence
- Professionally handle parent concerns and questions with care and grace
- Exhibit excellent customer service skills on the phone and in person
- Build bridges between ECC and church to help families grow in their relationship with Christ

### **Requirements:**

- Holds a CDA, FCCPC, Associates Degree or Higher in the field (VPK Certified)
- 3 or more years of experience in the field of Early Childhood Education, experience in a Faith-Based Early Childhood Center preferred
- Displays a true passion for the field of Early Childhood Education
- Loving, patient and kind in all interactions with children
- Honest and professional at all times
- Excellent communication skills, verbal and written
- Have a growing relationship with Jesus Christ and display Christian character in all aspects of life.
- Exhibit humility and an attitude of service
- Strong organizational and administrative skills
- Proficiency with Word and Childcare Manager Software

**Reporting Relationship:** Reports to Director of Early Childhood Center