



Daycare at Dayspring Job Description

Assistant Director

This is a Year Round Position, 30-40 hrs a week, Flexible Schedule

The Assistant Director's primary goal at Daycare at Dayspring is to demonstrate your love for God and people as well as provide a safe and nurturing environment for children to encourage social, emotional, physical, spiritual, and intellectual development. Help teachers to design and implement developmentally appropriate curriculum, maintain positive relationships with parents, children and coworkers, and ensure the safety of all children at all times while meeting the physical demands of the position. The Director's Assistant works cooperatively with the director in all duties related to the care and education of the children, and models professional and ethical standard when dealing with students, parents, peers and community.

- Attend to the children's basic needs by feeding them, dressing them, and changing their diapers as the need arises. Potty train with the help of the co teacher and assistants as needed. Also work with children on self-help skills aiming towards self-sufficiency skills.
- Provide a variety of materials and resources for children to explore, manipulate and use -- both in learning activities and in imaginative play
- Set up your classroom to enhance play, learning and imaginary play, maintaining your classroom and enhancing and changing learning areas weekly.
- Observe and evaluate children's performance, behavior, social development, and physical health. Document this with daily notes for teacher reference.
- Identifies, selects and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs. Also breaking into small group learning to accommodate the varying ages of the children.
- Maintains effective and efficient record keeping procedures.
- Seeks to grow professionally by advancing in their educational journey and obtains 20 hrs. of continuing education per year.
- Take ongoing notes and progress accounts of each child in your care.

- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with director.
- Meet with parents/guardians with the director to discuss progress and needs of their children and determine their priorities for their children. Suggest ways that they can promote learning and development.
- Clean classroom daily, vacuuming, mopping, sanitizing. The teacher will share these responsibilities with the assistants and other teachers.
- Establish constructive and cooperative working relationships with other workers, and maintaining them over time for the good of the center.
- All staff members will be subject to staff evaluations during the year and an annual performance assessment. Please see staff expectations for more details. The assistant director will help the director conduct performance reviews and staff evaluations
- The Assistant Director demonstrates leadership abilities by creating and maintaining a positive learning environment for all families enrolled.
- The Assistant Director assists the Director in operating
- the center in accordance with EEC policies, procedures and the school's philosophy
- This individual is responsible for all school operations and assumes all Director Responsibilities and duties in the absence of the Director.
- Fulfills some record keeping responsibilities
- Conducts tours and provide interested families with information about our program
- Understands and assists staff members with developmentally appropriate practice in Early Childhood Education
- Implements and supervises staff members with company policies and procedures
- Supervises closing staff and ensures building is secure at the end of each day
- Complies with and may implement, regulations regarding the care of children
- Assist teachers with managing behavior problems