

## JOB DESCRIPTION

Title: Assistant Director	Reports to: Director of Academy
Department: Academy for Children	Date: February 2021

**Summary:** The Assistant Director is an administrative position that provides direct support for the effective and efficient operation of the Academy for Children. The Assistant Director is a key member of leadership team for the Academy and supports strategic decision making and works collaboratively to ensure that the values, norms and culture of El Centro are reflected.

### PRIMARY ACCOUNTABILITIES

1	Maintain high ratings for accreditation, licensing, quality ratings standards. Maintain required documentation on-site in compliance with accrediting and licensing entities and inspections. Ensures AFC staff are knowledgeable and adhere to national, state, local accreditation, licensing and health and safety regulations.
2	Support the Director in the hiring, assessing, monitoring and coaching of the teaching and support staff of the Academy.
	Ensures adherence to El Centro Human Resources Policies & Procedures especially with scheduling, time worked, time off, performance reviews and record keeping.
3	Maintain accurate and submit timely reports and analysis regarding enrollment, attendance, food service, fees, national, state and local regulations.
4	Responsible for conducting and maintaining logs of required drills in accordance with GSI QA Standards and state licensing requirements.
5	Responsible for facility operations and oversight of required inspections and ongoing maintenance.
6	Maintain and organize school inventory and equipment, organize and oversee Resource room check out system and maintain resources (including ordering, processing and organizing).
7	Support the leadership team in planning and providing new staff orientations, monthly faculty meetings and in-service meetings.
8	Ensure supplies and materials for AFC are purchased in compliance with national and state standards and in accordance with El Centro policies and procedures.
9	Establishes and maintains positive, effective relationships with parents, key stakeholders, vendors, regulators, and other internal and external sources that have a significant affect on the outcomes and operation of our business.
10	Ensures El Centro, Inc. is a workplace conducive to the growth and development of a high performing team of professionals.
11	All other duties as assigned by supervisors to meet needs of program and agency.

**KEY COMPETENCIES/SKILLS:**

- Leadership development and coaching skills
- Strategic Thinking
- Strong Interpersonal Skills
- Strong verbal and written skills
- Problem Solving Skills
- Proficient in Technology and Various Applications
- Strong organizational and management skills

**POSITION REQUIREMENTS:**

- Minimum of a Bachelor’s degree in Early Childhood Education or a closely related degree;
- 3+ years of successful leadership in an educational or learning environment for young children;
- Supervisory experience
- Eligible for and hold KDHE Assistant Director certification
- Meet or exceed annual training requirements as outlined by KDHE Director certification
- Bilingual in Spanish and English preferred, not required

**ADDITIONAL REQUIREMENTS:**

- Attitudes, knowledge and skills to deliver culturally competent services

**El Centro, Inc. is an Equal Opportunity Employer**

[www.elcentroinc.com](http://www.elcentroinc.com)



**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_