



Title of Position	<i>Learning Center Assistant Director</i>
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Job Purpose

The Assistant Director at Open Door Learning Center is responsible for providing leadership and assistance with planning and implementation of a developmentally appropriate full-day preschool curriculum. This includes supervising documentation of children's progress; effective communication with parents and supervision of Lead Teachers, Assistant Teachers and aides. Open Door Learning Center is a part of Open Door ministries.

Qualifications

- ECE Director qualified in the State of Colorado
- Minimum two years' experience working in a childcare or similar environment
- Education requirements: BS/BA in Early Childhood Education or required ECE coursework

Duties and responsibilities

- Must be skilled in verbal and written communication
- Demonstrate professionalism and confidentiality
- Lead and support teaching staff, auxiliary staff, and volunteers in carrying out educational programs and child care services
- With the Director, supervise and assist center staff in carrying out their duties
- Ensure that all daily and weekly classroom records are filled out by teachers
- Order necessary supplies and materials to keep center operational on a quality level; evaluate the need for major and/or replacement purchases and communicate these to the Director; complete the purchasing of such items
- With the Director, develop and implement annual goals, objectives, and procedures
- Ensure that all licensing requirements are met on ongoing basis
- Perform and/or oversee regular evaluations of the program, individual children, and parent opinions
- Spend regular, participatory time in each classroom
- Actively participate in family relations, parent education, and parent meetings/seminars/training sessions; be available as a resource to teachers in their interactions with parents
- Assume all other reasonable duties and responsibilities of center staff when positions are not filled
- Assume overall responsibility for the protection and safety of a group of children when Director is not present, including all aspects of child care center operations
- Attend ODM/ODF quarterly chapel and ODM monthly staff meetings
- This position is required to attend Open Door Fellowship Church for one year

Intangibles

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Exhibit professionalism and integrity

Work Environment and Physical Demands

- Work environment is both indoor and outdoor. Outdoor activities can be in extreme weather conditions such as rain, snow or high temperatures
- This job involves sitting, standing, walking, and running
- Must be able to lift children/equipment weighing up to 50 pounds and utilize child-sized furniture or sit on the floor as appropriate