

## Early Learning Center Assistant Director Position

Minimum Qualifications: 15 hours ECE credits; 2 years teaching experience within a licensed child care setting; 1 year supervisory experience; computer skills assessment (excel, newsletter, data base entry).

Duties: Front desk reception assistance as needed (ELC, Academy, and Church)

- Registrar for ELC and REAL programs

- Monthly ELC newsletters

- Snacks – ordering and distributing

- Updating of Illness and Accident logs

- Coordination of field trips

- Monthly billing and adjustments

- Track student vacations

- Enrollment reports

- Attendance logs

- Communications with families (written and verbal)

- Pre-K Report cards

- Scheduling of staff

- Arranging substitutes

- Payroll

- Coverage in classrooms (ELC and School Age)

- Assist with staff meetings

- Assist with special events (concerts, pony rides, dvd sales, etc.)

12 month/8 hours per day position

Vacation/Sick leave/Holiday pay

Health Insurance benefits