Job Description: Associate Director

Job Title: Associate Director, Programs and Education

Reports To: The Director

FLSA Status: Exempt

Summary

The Associate Director supervises curriculum development in all the classrooms through observation, evaluation and execution. The Associate Director oversees leadership training and program development by performing the duties as described. Must be able to temporarily assume the duties and responsibilities of the Director, in the absence of the Director.

Duties and Responsibilities

The duties and responsibilities of the Associate Director include the following. Other duties may be assigned.

1. Oversees all marketing, operations and administration of the extended trips travel program and special group bookings associated with professional development and STEM conferences.

2. Assists Director in staff development by scheduling outside speakers, field trips and other special activities to implement curriculum goals and objectives and works with the CCC BoT to develop outreach and development initiatives.

3. Acts as spokesperson for the CCC, including making new contacts and maintaining existing relationships with parents and other similar childcare organizations. Presents the CCC’s philosophy to such contacts develop cooperative programming initiatives.

4. Provides constant communication with other office administrators on all initiatives.

5. Contributes an article each month for the monthly newsletter.

6. Must stay abreast of current research in the child development field in particular STEM related data.

7. Maintains professional and technical expertise by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies. Assists the Science Curriculum Coordinator and the Director in the development and implementation of CCC-wide teacher assessment portfolios.

8. Coordinates the annual STEM conference.

9. Schedules and coordinates special events and/or extra-curricular activities for CCC families.

10. Attends weekly Lead Teacher meetings, monthly classroom meetings on a regular basis, monthly Board meetings and required Board Committee meetings.

11. Other duties as assigned by the Director.

Supervisory Duties

1. Supervises the Lead teachers including administration of progressive discipline when necessary.

2. Composes annual written Lead Teacher evaluations, in close consultation with the Director.
3. Recruits and coordinates the advertising and hiring of all teaching and support staff positions, including background checks.

4. Supervises the nutrition program in close collaboration with the Full Charge Accountant.

**Personal Qualifications**

1. Must be physically able to perform the job of administrator and teacher of young children.

2. Must have a warm, supportive, caring attitude towards children.

3. Must be able to philosophically support the director in implementing the goals and the objectives of the CCC and its Board of Directors.

4. Must be able to support and supervise staff.

5. Must be a self-starter with excellent critical thinking skills.

**Education/Experience**

- A Master's Degree in Child Development or Early Childhood Education and at least 3 years' experience of teaching in a full day program for infant, toddler and preschool aged children.

- Alternative qualifications are a college degree in an appropriate human service or education field (i.e. Psychology, special education, social work) including some courses in child development and at least 4 years teaching in a full day program for infant, toddler and preschool aged children.

- Eligible for or possess a Program Director Child Development Permit

- Able to meet all of the requirements of the State of California's Department of Licensing; including, but not limited to, fingerprint clearance and T B skin test.

**Skills**

Excellent Oral Communication Skills
Strong Written Communication Skills
Computer Literate
Excellent Customer Relations Skills
Diplomacy
Math Aptitude
Negotiation Skills
Organizational Skills
Planning Skills
Professionalism
Presentation Skills
Reading Proficiency
Strong Time Management Skills