



Center Director Assistant

The Center Assistant will have administrative and classroom experience, is a team player, and is an effective and communicative leader. The Center Assistant reports directly to the Center Director. The Center Assistant is responsible for overseeing the staff and day-to-day operation of the Early Learning facility and classrooms in the absence of the Center Director.

Responsibilities include but are not limited to:

- Monitor all aspects of the center to ensure that compliance is maintained and that families are receiving quality services in accordance with the local licensing agency, the Early Learning Coalition, the Florida Department of Early Learning, and FUNDamentals Early Learning Center Policies.
- Professional communication with the Executive Director in regards to staff, parent and child concerns.
- Professional communication with families when addressing behavioral or developmental concerns, injuries, other incidences that occur within the programs, or any policy changes.
- Professional communication with staff.
- Responsible for hiring, training, and supervising staff based on individual center needs.
- Providing supervisory support and staff development by conducting teacher observations and evaluations that provide the teacher with feedback and progressive goals.
- Overseeing the curriculum used in the center through lesson plan review and classroom observations.
- Ensure children's needs for social, mental, cognitive and physical development are met constantly through ongoing assessment and evaluation resulting in a 100% Kindergarten Readiness Rate for all program participants

The minimum qualifications for this position are:

- Minimum two years director experience
- Must be 21
- Must meet all the requirements of child care staff per licensing, ELC, and the Florida Department of Early Learning
- Active Director Credential with VPK Endorsement (must be renewed every 5 years)
- Central Abuse Hotline Records Search
- Current First Aid and CPR
- Reliable means of transportation