



Assistant Director

Purpose Statement:

At The Gift of Kids Daycare and Preschool Center, we are dedicated to providing a warm, nurturing, and educational environment where children can grow, learn, and thrive. Each and every team member is essential in shaping the future by fostering a love for learning, promoting social and emotional development, and ensuring the safety and well-being of each child entrusted to our care.

As a member of our team, you will have the opportunity to make a profound difference in the lives of young children, their families, and your peers. It is the duty of each and every team member to ensure the center is clean, free of hazards and risks of injury to remain compliant with licensing.

Position Summary:

The Assistant Director will be responsible for the day to day running of the floor at the center to ensure high quality care. The Assistant Director reports directly to the Director and works closely with her to implement the mission and philosophy of the center. This is a full time position.

Responsibilities:

- Must have an understanding of Title 22 and what it takes to remain in compliance.
- Must follow The Gift of Kids Handbook guidelines (i.e. professional dress, etc.).
- Must be able to run the floor: making sure that all classes are in ratio, staff lunches and breaks, getting staff out on time, being aware of labor hours.
- Promote and support a safe, learning-oriented culture that emphasizes quality experiences for children that reinforces mission and philosophy of center.
- Must be able to collaborate with staff to maintain a positive and healthy work environment and be able to recognize any internal issues and make the management team aware.
- Communicate effectively with parents which includes: tours, daily in person interactions, phone calls, and messaging through Procure. You will need to make yourself available during and after hours to the Director, parents and staff.
- Work closely with the Director to remain up to date on all tours, enrollments and have an overall picture of class rosters so that the center can remain fiscally sound.
- Complete monthly forms for subsidized programs (Catalyst, Child Action, etc.) which will be approved by the Director.
- Oversee Needs and Services (updated quarterly), Infant Sleeping Plans and napping logs.
- Complete new student files following a checklist.
- Work with the Director to ensure Teacher files are accurate and complete.
- Complete weekly staff schedule and memo to be approved by the Director.
- Complete monthly menu to be approved by the Director.
- Report to the management team any items in classes, kitchen, and playgrounds that are in need of repair.
- Assist the Director in ensuring that all employees have completed training - FastrackKids; Creative Curriculum; SIPPS; diapering procedures; safety measures for handling scissors, knives, box cutters, etc; training for being exposed to all bodily fluids.
- Assistant with activities at the center such as: Scholastic Book Fairs, seasonal parties and celebrations, semi-annual picture days, field trips, graduation, etc.
- Assist the Director with any needs.

- Order gloves, check inventory, and keep track of usage.
- Uniform orders and keep track of finances and what's in stock. Grapevine Apparel (916) 358-5074
- Follow up on all clearances and Live scans including transfers: Fax-916-929-6371 Ph-916-263-5744.
- Complete and Track Teacher Training Spreadsheet.
- Check and respond to emails, voicemails, and text messages to the Gift of Kids cell.
- Oversee Infant sleeping logs to ensure they are all up to date.
- Oversee Open Close list to ensure quality and performance that it is done.
- Help with seasonal parties, celebrations, picture day, field trips, and graduation.
- Date Night's Advertise, promote, and find teachers to work this monthly.
- Allergy list updates monthly.
- Curriculum: Ensuring FasTrackids is running daily and teachers are running a structured program.
- Help with Rosters and Billing when needed.

Education/Experience:

- Must have at least 12 units in Child Development (3 of which must be Infant).
- At least two years of teaching experience in a licensed child care center or comparable group child care program.
- Must have current Infant and Child CPR and first aid certification.

Compensation/Benefits:

- Competitive Salary
- Holiday Pay - 10 days per year
- Vacation/sick pay (5 days plus 5 sick days per year) 2 weeks total
- Medical insurance offered
- 401k offered for full time employees
- Scholarships available