

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

3/8/2018

Name of Agency/Program: *

The Community House Early Childhood Center

City: *

Birmingham

Position/Job Title: *

Assistant Director, Early Childhood Center

Job Description: *

The Community House (TCH) is seeking a full-time Assistant Director for the Early Childhood Center. This position is responsible for assisting the Senior Director in the overall general management including the direction, oversight, quality, and fiscal management of the Early Childhood Center (ECC) while promoting each child's physical, social, emotional, and cognitive development in a nurturing environment. The Center is open Monday – Friday from 7am-6pm.

Responsibilities:

- Provide educational direction and implementation in the High Scope Curriculum
- Maintain a 5 Star rating in the QRIS rating system.
- Ensure State of Michigan Childcare Licensing rules are met at all times.
- Maintain records for all staff and enrolled children.
- Schedule Early Childhood Center Staff; Provide adequate classroom coverage to maintain quality programming at all times.
- Prepare agenda for weekly Lead Teacher meetings; serve as a resource for Lead Teachers.
- Assist in arranging public relations activities involving the Early Childhood Center including Earth Day planting, Baldwin House activities, Open Houses, etc.
- Assist in planning and leading Center events, parent training, and educational programs for staff and parents.
- Support Director in establishing and sustaining a sense of community through parent and staff involvement.
- Assist Director in ensuring Center grounds, classrooms, and office area are clean, attractive, inviting, and within licensing regulations.
- Assist Director with follow-up of all phone messages and scheduling of new families for tours.
- Keep the Director regularly informed of issues regarding the ECC.
- Assume Director's responsibilities in the Director's absence.

Supervisory Responsibilities :

- Assist with supervision of all Early Childhood Center Staff including Lead Teachers, Teachers, Support Staff, Substitute Teachers, Volunteers and Interns.
- Participate in hiring process of ECC staff.

Qualifications:

- Must have one of the following licensing credentials: a Bachelor's degree or higher in Early Childhood Education or Child Development; a Bachelor's degree or higher in a child-related field including 18 credit hours of ECE or Child Development; an Associate's degree in ECE or Childhood Development including 18 credit hours of ECE or Child Development; or a Child Development Associate credential with 18 credit hours of ECE or Child Development.
- Three years of teaching and supervisory experience in a child care setting is preferred.
- Training in HighScope Curriculum preferred.
- Experience preferred with QRIS rating system.
- Sensitive and mature individual who is able to relate well to both children and adults.
- Strong leadership skills.
- Excellent verbal and written communication skills.
- Basic financial background.
- Excellent organization and planning skills.
- Self-Motivated.
- Ability to perform numerous tasks simultaneously and meet required deadlines.
- Ability to keep the necessary proprietary information confidential.
- Computer experience with working knowledge of Word and Excel preferred. -Ability to learn internal software programs.
- Must be able to operate computer, telephone, calculator, fax, copy and various other office machines.
- Ability to define problems and recommend appropriate solutions.
- Ability to deal with abstract as well as with concrete problematic people/children and situations such as dissatisfied and irate parents and children.

Work Schedule:

Work schedule varies Monday through Friday between the hours of 7am-6pm; depending on the needs of the center.

Applicants Reply to:

Please send cover letter, resume, and salary requirements to mrejc@communityhouse.com