**Sample Job Description: Assistant Director**

**Job Summary**

The assistant director will assist the director in implementing and ensuring compliance with the Kentucky Child Care Regulations.The assistant director will support the director’s key responsibilities including ensuring the health, safety, and comfort for all children, developing and implementing program policies, and assuring each child is protected from abuse and neglect.

**Other Job Responsibilities**

* Maintain staff-to-child ratios in all classrooms.
* Offer support in interviewing/hiring staff and managing staff according to each individual job description.
* Assist in maintaining program budget including collecting payments/fees, approving expenses, distributing funds, facilitating payroll, tracking expenses, and planning fundraising events.
* Maintain all records for five years.
* Assist director in managing, conducting, and documenting staff meetings.
* Perform general office duties daily including reading mail and email, making and receiving phone calls, filing documents, managing database systems, and assisting director in other office activities.
* Assist director in supervising all daily and weekly tasks including reviewing staff and children’s schedules, observing classroom management, and overseeing curriculum implementation.
* Provide support for daily and weekly activities including recruitment efforts and managing program calendars.
* Greet parents and visitors, answer questions, arrange meetings, lead tours, and perform other daily customer service tasks.
* Assist in planning and implementing family engagement activities.
* Assist in overseeing supply and food ordering to ensure compliance with state licensing regulations.
* Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance to state licensing regulations (including required emergency plans and drills.)
* Serve as acting director when required, including providing signature authority, managing staff, and overseeing programs activities.
* Any other duties assigned.

**Job Skills & Qualifications**

Required: CDA or minimum three years relevant work experience (Associate degree in IECE preferred)

* Leadership experience and excellent verbal and written communication skills.
* Self-motivated with ability to problem solve and make decisions independently.
* General computer literacy.
* Knowledge in Kentucky Licensing regulations.

Preferred: 2 + years in an Early Childhood Setting