



## Assistant Director Sign-On Bonus!

**Fantastic opportunity to join a great team of early childhood professionals!** We are currently hiring a full-time **Assistant Director** in our NAEYC Accredited Early Learning Center.

**Family ACCESS offers** a collegial, supportive atmosphere where staff and teachers are respected as professionals. We value parents as partners, see children as capable and consider teachers both researchers and facilitators.

We are looking for a staff member who wants to be a part of our vibrant learning community where joy, creativity, and meaningful relationships flourish. Successful candidates will:

- Be energetic, enthusiastic, organized, empathetic, and knowledgeable.
- Work collaboratively with ELC Director and Administrative Coordinator
- Value diversity and are joyful, curious and respectful of differences in individuals, families, and cultures.
- Be a team player with strong communication skills.
- Develop teaching skills in others through mentoring and teaching by example
- Take a leadership role in supporting the Director, ELC in all aspects of school operation

### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's degree in Early Education or Elementary Education, with MA Ed strongly preferred. An equivalent combination of education and experience will be considered.
- 5 -10 years of direct program experience in Early Education or related programming.
- 2 - 5 years of appropriate supervisory/administrative experience in Early Education or related programs.
- Intermediate to advanced computer skills, internet and e-mail.
- Current First Aid and CPR certifications, or willing to certify within 3 months of hire
- EEC Director I or Director II certification is preferred.
- Bilingual skills, experience with billing, and Teaching Strategies Gold a plus.
- Diverse applicants are encouraged to apply.

### **Benefits**

- Comprehensive benefits package including: medical and dental insurance, flexible spending, retirement
- 13 paid holidays plus 22 days paid Earned Time Off (ETO)
- Competitive salary and a signing bonus of up to \$500 is available.

### **Next Step**

- Send resumes and any questions to: [applications@familyaccess.org](mailto:applications@familyaccess.org)



## **JOB DESCRIPTION**

**POSITION TITLE:** Assistant Director, Early Learning Center

Date of Creation: November 2020 Created By: JF and MAL

Reports To: Director, Early Learning Center

Supervises: Substitute Teachers, High School Aides, Interns, Student Teachers, and Contracted Classroom Specialists; contributes to the supervision of ELC program staff

Hours: Full Time - 37.5 Hours/Week

### **A. Role**

The Assistant Director is responsible for supporting the Director, ELC in all aspects of school operation, including these key responsibilities:

- demonstrating high levels of professionalism and confidentiality with sensitive information
- supporting the director in supervision of ELC program staff
- ensuring the health and safety of children and staff
- contributing to the provision of on-going training, staff development, and opportunities for professional growth
- supporting a system of staff supervision and classroom observations that provides feedback to classroom teams, and contributes to individual professional development plans
- supporting the implementation of curriculum and necessary technology support for teachers
- supporting parent leadership and family engagement; participating in community outreach
- supporting state licensing and national accreditation processes, including filing of annual reporting and related documentation
- supporting program enrollment and fiscal performance, maintaining state contracts
- build a culture that encourages differences
- supporting strategic initiatives for the program and the agency strategic plan and direction

### **B. Core Competencies**

1. Knowing and adhering to ethical guidelines and professional standards
2. Maintaining confidentiality and discretion with sensitive information
3. Effective and inclusive communicator and facilitator
4. Detail-oriented and accurate in documentation and reporting

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*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**



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5. Use of technology to collect, organize, and effectively communicate information
6. Foundational knowledge of MS Word, Outlook, and Excel
7. Proactive and creative problem solver and contributing team member
8. Development of teaching skills in others through mentoring and teaching by example
9. Continuous, collaborative learner who shares knowledge, relies on reflective practices, integrates knowledge from a variety of sources, and advocates for best practices

### **C. Responsibilities**

1. Provide support for the program leadership for all aspects of the ELC at Family ACCESS
2. Supporting the Director in supervision of ELC program staff
3. Supporting ELC program fiscal performance and maintenance/data collection for state contracts
4. Responsible for UPBup database management and CCFA documentation, reporting, and communication
5. Ensuring the health and safety of children and teaching staff
6. Supporting a system of staff supervision and classroom observations that provides feedback to classroom teams and contributes to individual professional development plans
7. Supporting on-going training, staff development, and opportunities for professional growth and individual professional development needs of program
8. Supporting the development and implementation of curriculum to ensure a high-quality early childhood program
9. Assisting in the implementation of technology to promote an effective and efficient program
10. Contributing to the marketing, recruitment and enrollment of new families to maintain and increase program enrollment, according to the annual budget enrollment targets
11. Support compliance with EEC licensing regulations, NAEYC accreditation, and MA QRIS standards; contributing to state licensing and national accreditation processes
12. Represent the ELC and Family ACCESS in the community; foster a family friendly atmosphere in the program and participate in community activities that encourage parent and family engagement
13. Participate in the agency-wide strategic planning process, as requested, and support programmatic initiatives

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### **D. Qualifications**

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- 2 - 5 years of appropriate supervisory/administrative experience in Early Education or related programs.
- Intermediate to advanced computer skills, internet, and e-mail.
- Current First Aid and CPR certifications, or willing to certify within 3 months of hire
- Experience with billing and Teaching Strategies Gold a plus
- Bilingual skills a plus

### **E. Working Conditions/Physical Demands/Essential Job Functions\*:**

- Regular sitting, working at computer keyboard and desk.
- Ability to bend, stand, squat, stoop, walk, occasionally run, and lift up to 35 pounds.
- May be required to provide occasional classroom coverage, as necessary.

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