

Job Description - Assistant Director

Qualifications: A CDA or Associates Degree in Child Development; a Bachelor's Degree in Child Development or Early Childhood Education, or extensive experience in a child development center or similar setting. Experience or training in program administration, personnel management, and/or business preferred. Experience teaching infants, toddlers, or preschool children preferred. Demonstrated ability to work with children, parents, and staff in a professional manner

Essential functions include:

- Remains in a stationary position 50% or more of the time to complete computer-oriented work
- Operates a computer and other office productivity machinery such as, a calculator, copy machine, and computer printer
- Traverses hallways and stairs to conduct school tours, monitor classrooms, and assist students/teachers
- Assists in moving equipment for various classrooms and events
- Assists in moving children to safely transport them around the facility in situations such as, drills, emergency situations, going to the playground, etc.

Hours: Flexible scheduling based on the needs of the program, the participating families and needs of individual staff. Schedule usually will include eight hours per day plus occasional extended hours or overnight conferences. There must be at least one administrative staffer on duty when children are present.

Reports to: ECC Director

Supervises: Teachers and Staff

Primary Role: To assist the Director with personnel supervision, management of center operations and program planning. Provide leadership support through problem-solving, conflict resolution, staff guidance, and maintaining a positive team environment.

Performance Responsibilities:

1. Assume daily responsibilities of the Director in the event of the Director's absence. In the event of an extended absence, assume necessary responsibilities until appropriate arrangements can be made.
2. Supervise and coordinate staffing coverage and classroom operations to maintain safe and effective supervision during staff absences, emergencies, and fluctuating enrollment needs.
3. Participate in weekly staff meetings with church staff.
4. Participate in staff conferences upon request.

5. Monitor the quality and condition of equipment, supplies and materials and report to the Director in writing.
6. Assist the Director and teachers with development, planning, implementation, and evaluation of children's daily activities, room arrangement and scheduling. Offer guidance for teachers when they are dealing with problematic situations.
7. Assist with staff orientation, in-service training and professional development through staff meetings, professional organizations and/or community agencies. Encourage staff to participate in professional organizations.
8. Implement and enforce all policies established by Brookwood Baptist Church and the Early Childhood Center Committee.
9. Maintain and manage administrative systems including student records and childcare management software
10. Purchase supplies, equipment, materials and maintain records of transactions.
11. Take interested parents on a tour of the facility and answer questions about philosophy, policies and curriculum.
12. Assist with facility operations, food service coordination, deliveries, inventory management, and overall center organization as needed.
13. Assist Director with evaluation of the program to assure continued compliance with licensing.
14. Read, understand and practice the policies of Brookwood Baptist Church Early Childhood Center.
15. Notify appropriate personnel immediately in the event of illness.
16. Attend ECC Committee meetings, in-service workshops and other opportunities for professional development. Enhance professional growth through goal setting, personal evaluation, conference attendance, and professional membership.
17. Assist Director in organizing and implementing special events and parties for Center and staff.
18. Cooperate with BBC Ministers and staff in promoting the ministry opportunities of Brookwood Baptist Church.
19. Live a consistent life of service and spiritual health.
20. Take responsibility for additional tasks as needed.

Updated May 2026 *(This job description is subject to change at any time)*