*Please use this sample job description as a template. You may cut, copy, and paste as needed. Please note that the list is not all inclusive and your job description may have different items included.*

***Name of Organization***

***Address***

***Phone Number***

***Email***

**Position Title:** Assistant Director

**Responsible To:**

**Purpose of Position:**

Under the supervision of the Director/Supervisor, this position oversees the operations of all the *(name of organization)* day-to-day operations.

**Supervision of:**

Lead Teachers, Assistant Teachers, Part-Time Staff, Substitutes, Volunteers, Cooks, and Custodial personnel

**Qualifications:**

*Required Education, Certifications, Experience and continued Professional Development:*

* (See North Dakota Early Childhood Services Rule for minimum qualifications)
* CPR Certification for Adult, Child, and Infant with AED certification
* First Aid Certification
* Getting Started
* Mandated Reporter
* ND Safe Sleep

*Skills*

* Positive, effective, calm and professional communication- verbally and written.
* Excellent customer service skills
* Self-motivated
* Attention to detail
* Time management skills
* Maintain confidential information
* Manage multiple projects at one time
* Confidence to handle difficult situations and make independent decisions
* Experience in supervising staff
* Proficient use of computers with working knowledge of Microsoft Word, Excel and Outlook

*Responsibilities- Assist Director with:*

* Implementation and supervision of the day-to-day operations.
* Purchase program supplies, equipment and materials.
* Operates program in conformity to state/county licensing and agency regulations.
* Maintains and monitors program enrollments.
* Conducts program tours and periodic parent involvement events as scheduled.
* Maintains accurate and complete records requires by state/county licensing, food programs, and Child Care Assistance .
* Participates in the writing of and operates with the programs’ annual budget.
* Develop and implement an age-appropriate program curriculum.
* Provide coverage within classrooms as needed to be in ratio.
* Provide feedback, coaching, guidance and support to staff.
* Other duties upon request by immediate supervisor.

*Physical Requirements:*

* Can lift at least 50 lbs.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer.

**Acknowledgement of receipt of Job Description:**

I understand that the above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel. I have received a copy of the job description and have read and understand its contents and by signing below am stating that I can perform this position with/without accommodations. If I feel that I need accommodations – I have discussed information regarding this.

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Employee Name (please print)

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Employee Signature Date