Job Title: Preschool Assistant Director (ages 2-5)

Location: Gambrills, MD

Job Type: Full Time

Job Description:

Our organization prides itself on excellence, putting the education and development of our children first and foremost. When you consider a career at Right Start Academy, know you will be joining a team that is passionate about giving young children the right start to a successful future.

The Assistant Director demonstrates leadership abilities by creating and maintaining a positive learning environment for all families enrolled. The Assistant Director assists the Director and Owner in operating the center in accordance with OCC policies, procedures and state licensing standards to provide an educational, nurturing, and safe environment for children, staff and parents. This individual is responsible for all school operations and assumes all Director responsibilities and duties in the absence of the Director. Meets expectations for delivering exceptional customer service to families enrolled at the school.

Minimum Requirements:

- Bachelor's Degree in any field or an Associate Degree in Early Childhood Education is preferred.
- Computer literacy and knowledge of Microsoft Suite
- Bookkeeping experience is preferred
- Completed at least one (1) full year of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, or similar setting.
- 90 clock certification or willing to get certified once hired
- CPR/First Aid certification is preferred
- A well developed philosophy on the education of young children, which parallels with the educational philosophy of Right Start Academy.

Additional Responsibilities:

- Fulfills all record-keeping responsibilities
- Conducts tours and provide interested families with information about our program
- Plans and coordinates field trips
- Understands and assists staff members with developmentally appropriate practice in Early Childhood Education
- Implements and supervises staff members with company policies and procedures
- Supervises closing staff and ensures building is secure at the end of each day
- Complies with, and may implement, OCC regulations regarding the care of children
- Assist teachers with managing behavior problems

- Order and keep inventory of school supplies
- Keeps the Director informed of any necessary information regarding the care and safety of children
- Assists and accepts responsibility in other daily center duties that might be temporary in the event other personnel are not available
- Attends and participates in staff meetings, center events, and parent/customer meetings as requested

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