



Job Description

Operations Director / Assistant Director

Professionalism

- Respect and maintain confidentiality about center issues regarding children, families, faculty, and the center operations.
- Support and understand Snoqualmie Ridge Early Learning Center's mission, goals, and policies
- Responsible for all required paperwork for Snoqualmie Ridge Early Learning Center, State, and Federal
- Attend faculty meetings, family events, community events, and all required events (refer to contracts)
- Continue professional development by attending early childhood education classes, seminars, and on-site training
- Understand the ages and stages of child development
- Take constructive criticism and feedback positively
- Report to work on time and maintain consistent attendance
- Be willing to work more than the teachers
- Be flexible about changing your working schedule
- Dress and look, act professional at all times
- Model excellent behavior for the teachers and children
- Do not talk on your cell phone while in class or in the front office
- Do not use the computer for personal

Health and Safety

- Follow all the safety and health policies of Snoqualmie Ridge Early Learning Center. (Please read Health Care Policy thoroughly)
- Always know the number of children in your care (if you are in a classroom)
- Oversee that teachers are supervising children at all times
- Make sure teachers are following and doing an attendance sheet (tracking sheets)
- Complete required paperwork (accident reports, medication etc.)
- Help in keeping a clean, safe and clutter-free environment in our center, classrooms, and other areas such as the playground, staff resource room and library.
- Always make sure the playground is clean and safe
- Make sure the teachers are teaching and supervising the children the playground rules and be consistent
- Teach and encourage children and teachers to establish safe and healthy practices
- Make sure that all classrooms have all the required postings such as hand washing, diapering signs, allergy lists, etc.

General Responsibilities

- Front desk management such as answering phones, photocopying, assisting families and staff, answering informational emails, and voicemail
- Compose, prepare, and proofread correspondence, monthly family and employee school newsletters, and center policies
- Design and implement forms for use within office by applying knowledge of software applications and updates as needed such as employee, student, family forms and basic daily operational forms
- Create and maintain student files in an organized and accessible manner to include updating information according to licensing requirements
- Update child immunization records and informing families if immunizations are not accurate; files immunization records each year with the Department of Health
- Input/update new student information
- Assist director on the waitlist process such as calling families, placing students in appropriate class, scheduling enrollment meetings/transition days, communicating new child placement with classroom teachers and other administration by printing out child information forms and start date information and preparing enrollment packets
- Inventory and order office supplies
- Prepare and update snack menu and in charge of ordering food supplies and kitchen safety and cleaning
- Update center website as needed
- Provide administrative support to director, program coordinator, business director and teachers as needed
- Work closely with administration team; attends weekly admin meeting
- Monitor morning classroom ratios and staff
- Enter/Update information in Procure for new students/new employees
- Update staff phone tree and staff birthdays as needed
- Schedule and give tours of the center
- Arrange and prepare staff meetings, professional development trainings, all center events, and Parent's Night Out with director and program coordinator
- Manage and update all medication, allergy, food preferences, and accidents forms/practices
- File and organize snacks menus, accidents and health reports, supply invoices, and other child documents
- Oversee and research marketing opportunities such as attending marketing events, advertising the center in community events and other resources

Teamwork

- Assume a fair share of work. Take initiative.
- Establish and maintain professional relationships of respect with co-workers and admin team
- Share and take ideas with co-workers and admin team
- Participate in team planning
- Communication respectfully to resolve conflicts
- Avoid gossip
- Assume additional center responsibilities as needed such as cleaning, administrative help, preparing bulletin boards, working in classrooms, etc.
- Do not discuss salaries
- Be willing to switch schedules
- Be willing to help take on some program responsibilities as needed

Leadership

- Orient new faculty to center and center's policy
- Be in charge and take leadership and accountability over the center

- Create a daily schedule for teachers and ensures that each teacher has their required breaks including a lunch break, and planning if needed
- Collaborate in developing a plan to implement center goals and visions
- Model appropriate behavior with children, families, faculty
- Creates a “to-do folder” or communicates with other administrators of projects that you are working on, in the event you are out on vacation or on sick-leave

Interaction between faculty, children and families

- Interact respectfully and affectionately with all faculty, children, and families by smiling and speaking in a kind, friendly tone.
- Welcome all families and children as they enter the center.
- Be flexible and supportive of new children and their families that are transitioning in all classes
- Practice positive discipline procedures with the children in your care
- Model appropriate behavior
- Understand feelings of the children and families
- Be responsive to children’s needs, and requests
- Acknowledge all families in the center
- Share rich and appropriate experiences that the child had in your care
- Always respond to families with respect, interest, and sensitively
- Be confidential about family personal issues

Physical Requirements

- Must follow state, federal, and Snoqualmie Ridge Early Learning Center’s policies and procedures which include state background check, TB tests, and first aid and C.P.R. certification.
- Respond appropriately to multiple and unexpected situations
- Frequently lift, move, and hold children from 10 to 40 pounds
- Maintain physical and mental alertness and appropriate level of energy

Educational Requirements

Must have one of the following educational requirements:

- Child Development Associate
- AA in Early Childhood Education or related field
- BA in Early Childhood Education or related field
- MA in Early Childhood Education or related field

And all of the following:

- Must meet federal and state requirements and maintain credentials for the position
- Must have experience as an administrator (office manager, assistant director or curriculum director is great) and classroom experience as a lead teacher in a preschool setting
- Must have experience using computer programs such as Microsoft word, Excel, Power Point, and similar programs
- 20 Hours of STARS/Merits Training and 10 continuing STARS/Merits training hours annually