

ASCENSION LUTHERAN CHURCH AND SCHOOL
POSITION DESCRIPTION

ASCENSION LUTHERAN EARLY CHILDHOOD CENTER ASSISTANT DIRECTOR
Salary Range \$58,000-68,000 per year

The ideal candidate is a collaborative leader and clear communicator with demonstrated positive impacts on organizational culture and climate.

DUTIES AND RESPONSIBILITIES

The Assistant Director will:

---- support the ECC vision and mission for learning under the direction of the Director for the early education program for the Ascension Lutheran Early Childhood Center (ALECC). The program includes the Infant/Toddler Center, the Preschool Program, and the Preschool Day Care Program. The program operates from 7:00 a.m. to 5:00 p.m. on all school days and holidays or vacation days as provided on the approved school calendar. The hours to be worked are scheduled as agreed with the ECC Director and TK-6 School Principal.

---- work with and report to the Ascension Lutheran ECC Director and the TK-6 Principal.

---- be accountable to the Director and Ascension Lutheran School Board and any policies they establish.

---- review periodically with the Director the needs, goals and personnel of the ALECC program.

---- screen applications for employees of the ALECC program. Qualified applicants are to be interviewed jointly by the Assistant Director and Director. The Director will make offers according to qualifications and salary schedule with final approval of the School Principal.

---- support the Director to hire and maintain all substitute personnel for ALECC and provide a list of active substitutes to the TK-6 School Office Manager.

---- support the Director in the management of ALECC, including the compliance with regulations, communications with licensing agencies, authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety, the files on policies, correspondences, personnel records, rosters, state required forms, and documentation of any incident which takes place during operational hours.

---- support the operational goals of the ECC, which are established in coordination with the ECC Director and Principal.

---- share the responsibilities of supervision of staff and students. The Assistant Director will demonstrate Christian values and ethics in working with the students, parents, and staff.

---- align professional development and support staff professional development to reflect the vision and mission of the Church, School and ECC as a faith and learning community.

---- attend regular meetings with ECC staff and periodic meetings in conjunction with TK-6 School and/or School Board or One Ascension staff.

---- support the Director's efforts to keep a complete inventory of equipment, supplies and materials.

---- assure the policies of Ascension Lutheran Church and School are fulfilled.

---- Take initiative in collaboratively building bridges across the One Ascension community including ALECC, the TK-6 School and Ascension Lutheran Church. Meet with the ECC Director, Principal and One Ascension Leadership team when available to ensure communication across the One Ascension community and maintain continuity of program operations within a cooperative, collaborative, and transformative school culture.

QUALIFICATIONS

- Bachelor's Degree preferred, preferably with courses relating to child development, education, and organizational leadership.
- Associate's Degree required, with 15 units of Early Childhood Education, 3 of which must be in administration or staff relations, 3 of which must be in infant care.
- Six months experience in a licensed childcare center required.
- Must meet requirements to obtain a Child Development Site Supervisor Permit or Children's Center Supervision Permit from the California Department of Education.
- Experience teaching and directing in an early education program is preferred.
- Ability to provide strong leadership to support growth for the staff, parents, and students.
- Can organize existing resources and personnel to maintain and strengthen the infant and early childhood programs with a focus on student learning and development.
- An open outlook, a vision to plan into the future, and be innovative in the planning process.
- Outstanding organization and administrative abilities.
- Be able to work as a team member of the School Staff and One Ascension leadership team.
- Promote a cooperative spirit among staff members and a collaborative culture.
- An active Christian faith.