



<b>Job Title</b>	Associate Director, Creative School for Children	<b>Job Code</b>	OT0215
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Other	<b>Union Code</b>	0
		<b>Subfamily</b>	Child Care Center/Early Childhood Education

**Job Family & Subfamily Summary**

**Other Professionals** include miscellaneous areas.

**Child Care Center/Early Childhood Education Professionals** provide care and education to children. Provide support to families on child education. Supervise childcare center activities.

**Job Summary**

Assists the director in the daily operations of the child care center. Maintains school budget and finances, HR and payroll approvals, facility needs, state licensing, School Readiness (SR), USDA Food Program and Voluntary Pre-kindergarten (VPK) requirements. Interviews and schedules student staff and interns.

**Representative Duties**

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- Provides day to day operations
- Greets families
- Supports staff
- Schedules staff to maintain ratios throughout the day
- Substitute teaches as needed
- Maintains university partnerships
- Confers with parents
- Maintains State licensing, SR, USDA Food Program and VPK requirements include maintaining staff files,
- Provides annual training opportunities for staff, completing yearly licensing, food program, SR and VPK training and renewal packets
- Creates annual budget, prepares reports, updates director, receives receipts, pays receipts and purchases supplies
- Interviews candidates completes hiring paperwork, processes background screenings, provides orientations, and schedules staff and interns
- Manages facility and outdoor learning environment needs including submitting work orders, inspecting facility, completing FI's, purchasing supplies and scheduling services

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
6+ years of relevant work experience 2+ years of leadership		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.