The Goddard School in Huntingdon Valley, PA is currently looking for a motivated self-starter for an Assistant Director's position! A Bachelor's Degree or higher in Early Childhood Development, Child Development, or a related field and management experience in a licensed PA childcare center or preschool is preferred. Candidate must have strong leadership skills, excellent communication skills.

This is a salaried position with bonus opportunities. An Assistant Director’s salary is based on the School’s performance and the candidate’s education/experience.

General Qualifications

An Assistant Director must meet the qualifications of his/her state and those set forth in the National Standards for Hiring (see www.bls.gov), including the following:

* Ability to hear the conversational voice, with or without a hearing aid
* Ability to see and read newsprint, with or without corrective lenses
* Ability to speak and be understood under normal circumstances
* Ability to use arms, hands, legs, and feet, with or without corrective devices; this includes the ability to evacuate the building during emergencies
* Ability to handle crisis situations, especially where children are involved
* Ability to respond immediately to emergency situations
* Previous management experience in a licensed childcare facility or experience managing faculty/staff

Educational Qualifications

All candidates, including those who wish to be considered for the position of Co-Director or Assistant Director, must meet one or more of the following criteria, in addition to any/all requirements that may be mandated by their state and/or local licensing authorities:

Assistant Director’s responsibilities may include, but are not limited to, the following:

ADMINISTRATIVE

* Plan and schedule administrative duties
* Maintain accurate record-keeping, both state and GSI requirements (eg, children’s files, faculty files)
* Prepare reports
* Manage classroom scheduling/schedule faculty
* Review Employee Handbook annually
* Implement a health program including communication with a healthcare consultant
* Maintain a list of local agencies able to help children with special needs
* Conduct disaster drills (eg, fire, tornado, evacuation) in accordance with Goddard QA Standards and state licensing requirements
* Maintain compliance with Goddard QA Standards
* Maintain a school inventory (eg, snacks, supplies)
* Contribute to the Directors’ Corner on Connect
* Plan and implement a program for professional growth
* Prepare periodic reports on the state of the School
* Manage Keystone Stars program.
* Plan and schedule staff meetings.

FISCAL

* Operate the School within budget
* Define a maintenance system for faculty (eg, classroom repairs)
* Arrange for maintenance and repairs
* Manage payroll budget
* Manage petty cash
* Manage registrations of families
* Purchase classroom equipment and supplies (indoor and outdoor)
* Maintain budget and/or purchase school supplies and snack

LICENSING

* Initiate and maintain a positive relationship with licensing agent/agency
* Maintain current licensing documentation
* Maintain licensing regulations

PERSONNEL

* Recruit, interview, hire and manage faculty
* Manage faculty schedule
* Conduct faculty orientation
* Complete faculty reviews: 90-day and annual
* Conduct monthly faculty meetings
* Develop and maintain a substitute teacher list
* Maintain accurate faculty files
* Plan/implement bi-annual in-service meetings for faculty
* Plan first aid, CPR and any other required training
* Plan emergency preparedness training

PROGRAM, PROGRAM SUPPORT, and PROFESSIONAL DEVELOPMENT

* Conduct monthly classroom observations
* Keep abreast of research and development in the field of early childhood development
* Maintain a resource library at the School
* Plan/implement professional development programs
* Promote active participation in GSU
* Actively participate in professional organizations, conferences and lectures

Program/Curriculum Development

* Conduct classroom ratio checks
* Implement a developmentally appropriate curriculum within the context of the local school district
* Implement monthly themes
* Incorporate GSI curriculum resources
* Plan and implement a year-round calendar
* Schedule shared classroom and outdoor space and equipment
* Plan and implement procedures for maintaining accurate classroom records
* Provide faculty assistance with lesson plan preparation and theme development
* Review lesson plan books weekly
* Review posted lesson plans monthly
* Review Daily Activity Reports periodically
* Review children’s portfolios regularly
* Ensure that each classroom has an effective management system in place
* Plan and implement visitors/activities
* Develop and implement a nutritious snack program
* Develop and implement a transition system
* Implement a playground safety program
* Conduct curriculum meetings three times per year

SALES AND MARKETING

* Welcome all visitors to the School
* Answer the telephone and use the GSI telephone script
* Conduct tours according to the GSI tour guidelines
* Follow through with all prospective customers
* Enroll new families
* Develop and maintain customer relations
* Implement an orientation program for new families
* Maintain a system of home-school communication (eg, Daily Activity Reports, school newsletter)
* Conduct meetings with parent(s)/legal guardian(s) when necessary
* Develop and maintain community relations
* Conduct a minimum of four community outreach programs
* Organize a student teaching program