

Job Description

I. Title:
Assistant Director of Early Childhood Education

II. Job Summary:

This position will provide administrative support for the Director of Early Childhood Education, achieving maximum efficiency, accuracy, and responsiveness in the daily operations of the Los Niños Facility. This position is responsible for highly sensitive matters and the incumbent must maintain confidentiality.

III. Accountable to:
Director of Early Childhood Education

IV. Duties and Responsibilities

1. Work with all aspects of the organization's data management including: volunteers, administration, program areas and performance monitoring.
2. Demonstrates a willingness to be flexible, conscientious and creative.
3. Perform computer tasks (word processing, data entry, spreadsheets and email) in a timely manner.
4. Demonstrate an understanding of the Agency's overall vision.
5. Assist Director with administrative duties.
6. Assist in the administration and supervision of the preschool program in accordance with Agency policies and in compliance with State and federal regulations.
7. Communicate effectively both orally and in writing.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Train and evaluate the performance of assigned staff.
14. Establish and maintain working relationships with clients, staff, parents, and others.
15. Maintain confidential files.
16. Process mail daily.
17. Develop systems to manage administrative functions.
18. Process and maintain staff files and client files.
19. Assist with time sheet data for all employees.
20. Demonstrate familiarity with social service and licensing procedures to ensure compliance.
21. Assist Director as needed with tasks, agendas, and preparing for meetings.
22. Perform all tasks assigned so long as they are keeping with the mission, purposes and goals of the agency.

V. Qualification/Education:

Must be bi-lingual in English and Spanish

Computer skills [MS Office, Excel, Power Point, Word]

Valid Texas driver's license

Valid First Aid and CPR certifications

Minimum Bachelor of Education (Master in Education preferred)

Montessori Certification

TEA Certification

Employee Signature