

Assistant Director
Genesis Early Childhood Program
Christ the Redeemer Catholic Church

11507 Huffmeister Rd
Houston, TX 77065

Summary: To assist in the management of all facets of Genesis Early Childhood Program within the philosophies and policies of the church with an emphasis in instruction while providing developmentally appropriate curriculum for the young children in the program's care.

Duties:

- Assist in administering the day-to-day operation of the program in keeping with its policies and philosophies.
 - Hours during operation - 7:30 am - 4:00 pm
 - Summer hours - 3 days a week (June/July), 4 days a week in August from 9:00 am - 3:00 pm, and 4 days a week from September through May from 8:15 am - 3:45 pm
- Know and maintain all licensing standards.
- Serve as the Director in the absence of the Director.
- Substitute in classrooms as necessary.
- Assist with planning and implementation of special events.
- Assist with family and community relations.
- Assist with financial, physical facilities and human resources coordination.

Education/Experience:

The Assistant Director must meet or exceed state licensing requirements for age, education, and experience. Previous work experience is preferred. A Bachelor's, Associate's degree in Early Childhood Education, or CDA is required. Education and experience in Early Childhood must satisfy the state licensing requirements. The Assistant Director must maintain at least 30 hours of training a year. It is expected that the Assistant Director would be a Catholic in good standing and have a thorough understanding of Catholic Teaching.

Must be able to effectively interact and communicate with children and parents. Must have the ability to manage both people and resources efficiently and graciously. Computer skills in Microsoft Office and Google Suite and other programs used are necessary. Will regularly use app based programs like Flocknote and Brightwheel.

Request an Application from Melanie Gehrt, Director of Genesis Early Childhood Program at melanie.gehrt@ctrcc.com.