

St. Theresa Early Childhood Center (STECC) Assistant Director

Job Description

Part-Time to Full-time STECC Assistant Director reports directly to the Director and Church Manager. The Assistant Director helps oversee the daily on-site operations of the St. Theresa Early Childhood Center (STECC), which includes maintaining compliance with Child Care Licensing Minimum Standards and St. Theresa Church and School rules and guidelines. The Director will help plan, develop, organize, and maintain center programs for children, parents, and staff.

Essential Job Functions

- Ensure the STECC's daily operation is administered in compliance with Child Care Licensing Minimum Standards and all local, state, and federal regulations
- Maintain STECC staff development and certification & licensing requirements
- Ensure that STECC employees are knowledgeable on and comply with Child Care Licensing Minimum Standards
- Maintain good communication and engagement with the STECC staff and provide regular, ongoing communication to the Director.
- Establish and maintain effective communication with children, parents, and staff
- Maintain an atmosphere in which STECC staff members treat each child with dignity and respect
- Maintain records that pertain to the administration of the center in accordance with applicable federal, state, and local laws
- Assist in planning and executing programs for the education and advancement of the children attending the STECC, inclusive of Catholic Values and Faith
- Classroom coverage - Ensure the STECC employees work the appropriate number of hours in accordance with both their scheduled shifts and Minimum Standards Ratio requirements. The Assistant Director can expect to cover classrooms.
- Follow all prescribed procedures for fire and weather-related emergencies, including the conducting and documenting of practice drills as required by Child Care Licensing.
- Perform any and all other duties as deemed necessary by Director.

Qualifications:

- Knowledge of and compliance with all licensing and accreditation requirements.
- Excellent supervisory, evaluative, managerial, and administrative skills.
- Team builder, organized, and have excellent customer service and communication skills
- Must enjoy working with children
- Ability to lift a minimum of 25lbs

Education and Experience

- Bachelor's degree (or equivalent experience)
- Current Child Care Directors Certification or, at minimum, must be able to meet the required state standards to obtain the Texas Child Care Directors License. Applicants undergoing certification are accepted; maximum needed time to completion is 1 year.
- At least 1 year experience and child development training in an early childhood setting

For Inquiries, please email Rae James, Director at: rae.james@sttheresa.cc