

**Assistant Director**  
**St. Theresa Early Childhood Center (STECC)**  
**6622 Haskell St.**  
**Houston, TX 77007**

**Job Description**

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 Assistant Director will help plan, develop, organize, and maintain center programs for children, parents, and staff.

**Salary**

- Salary Range based on experience

**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 including educating staff as needed.
- Maintain STECC staff development and certification & licensing requirements
- Establish and maintain good communication and engagement with the STECC staff, children, and parents and provide regular, on-going communication to the Director.
- 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 to ensure classroom ratios are maintained.
- Follow all prescribed procedures for fire and weather related emergencies, including the conducting and documenting of practice drills as required by Child Care Licensing
- Effectively evaluate center needs and submit purchase requests for materials, equipment and supplies for the center
- Provide input on policies and procedures
- Familiarize parents with the Parent Handbook and the policies and procedures of the STECC, and ensure those policies are being followed for the duration of the child's care.
- Perform any and all other duties as deemed necessary by Director and Church Manager
- Regular and reliable attendance is an essential job function

**Qualifications:**

- Uncompromised commitment to St. Theresa Church and School's vision, values, and core beliefs
- Knowledge of and compliance with all licensing and accreditation requirements, local, state and federal laws regarding safety requirements and inspection and certification procedures
- Excellent supervisory, evaluative, managerial, and administrative skills with an emphasis on teamwork and daily collaborative leadership
- Team builder, organized, and have excellent customer service and communication skills
- Computer proficiency
- Must enjoy working with children and able to lift them (minimum of 25lbs)
- Must pass a criminal background check and FBI check

**Education and Experience**

- Bachelor's degree (or equivalent experience)
- Current Child Care Directors Certification or must be able to obtain the Texas Child Care Directors License as outlined in Figure: 26 TAC §746.1015 of Child Care Licensing Minimum Standards within 1 year of hire date

Please send resume to Rae James at [rae.james@sttheresa.cc](mailto:rae.james@sttheresa.cc)