



<b>Position:</b>	<b>Assistant Director-Foundations Community Childcare</b>
<b>Reports to:</b>	Executive Director
<b>Status:</b>	Full-time Salaried Exempt
<b>Position Summary:</b>	The Assistant Director will have the responsibility of supporting the Executive Director in the supervision of the operations of the non-profit Corporation of Foundations Community Childcare, Inc, (herein called the Corporation) and of the Foundations Community Childcare Center (herein called the Center). They will also assist the Executive Director in managing the daily business of the Corporation and Center which includes financial management and budgeting, development, administration, office operations, management of the staff, and care of the children. The position will ensure that the children are safe and supported in an environment that fosters positive care and nurturing and provides proper channels of communication for the center.
<b>Essential Functions</b>	<p>Assist in maintaining the Corporation and the Center’s facility and grounds.</p> <p>Assist in managing aspects of human resources including, but not limited to, hiring, evaluation, discipline and termination; writing job descriptions, performing staff training; scheduling staff, and managing paid time off (PTO).</p> <p>Assist in implementing, maintaining and updating policies and procedures as needed for the effective administration of the Center.</p> <p>Assist in writing/reviewing the handbook for children and families enrolled in the center.</p> <p>Assist in maintaining licensing requirements in accordance with OJDFS, ODE, and Step Up to Quality regulations.</p> <p>Assist in the training of staff, caregivers, workers, volunteers, and leaders.</p> <p>Support the Executive Director in the implementation of policies and procedures that promote holistic development and well-being of children including management of communicable diseases, promotion of healthy eating, appropriate physical activity, and support of mental health and emotional wellness.</p> <p>Be responsible for compliance with regulations. Be knowledgeable about diversity resources/services.</p> <p>Assist the Executive Director in the financial management for the Center including budget, income and expenses, as well as all financial records in accordance with General Accepted Accounting Principles (GAAP).</p> <p>Assist in overseeing crisis management procedures of fire safety, CPR, and lifesaving procedures for staff and children.</p> <p>Assist in the development and oversight of services and programs available to children.</p> <p>Assist in the oversight of daily activities, curriculum, and lesson plans.</p>



	<p>Assist in the management of staff files, children and family files, and all records in a confidential manner.</p> <p>Assist in recruiting and enrollment of children at the Center.</p> <p>Work with the Executive Director and Board to develop and maintain an effective marketing plan to foster community outreach, as well as fundraising efforts to include assisting with grant writing, tracking, and reporting.</p> <p>Build and maintain working relationships with businesses in and around the Ashland Business Park.</p> <p>Perform any additional duties as directed by the Executive Director.</p>
<b>Knowledge, Skills, Abilities, and Qualifications:</b>	<p>At minimum, an Associate’s Degree in Early Childhood Education, with a Bachelor’s degree in education from an accredited institution preferred, <b>or</b> a Bachelor’s Degree in another field with ample experience in working with children and families.</p> <p>Experience and knowledge of early learning programs and developmentally appropriate practices.</p> <p>Possess strong organizational skills, leadership capabilities, working knowledge of technology, and basic financial management skills.</p> <p>Effective communication and interpersonal skills to foster trust with children, families, and staff members.</p> <p>Ability to complete and pass a background check, maintain necessary immunizations, complete specific trainings required by ODJFS and the state of Ohio.</p>
<b>Physical Requirements:</b>	Must be able to see, speak, and occasionally lift children and boxes of varying weights up to 50 lbs.
<b>Working Conditions:</b>	Minimal hazards. General Office conditions. Noise level is usually low to high.

**Last Modified: January 23, 2024**  
**Prepared By: Executive Director**  
**Employee Acknowledgement:**  
 I have read and understand the Position Description for the position I will hold at Foundations Community Childcare Center (FCC). A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at FCC.
2. It does not constitute an employment contract with FCC.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of FCC.

I understand and agree that my employment with Foundations Community Childcare Center is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Original:** Employee Personnel File

**Copy:** To Employee

**Copy:** Job Description File

### **Benefits**

Foundations Community Childcare is pleased to provide benefits to eligible employees. Our Total Compensation Package is being designed to protect our full-time employees against financial loss due to illness, injury, or death. Additional information regarding plans and benefits are still being finalized. Our plan is to provide you with the following (with plans to be finalized during 2Q 2024):

- Employee Health Care
- Short-term Disability
- Ohio Workers' Compensation
- Paid Time Off
- Basic Term Life Insurance
- SIMPLE IRA Retirement Plan
- Discount for employee's children enrolled in FCC
- Travel Expenses
- Cell Phone Stipend
- Professional Development
- Jury Duty
- Funeral Leave