

## Assistant Director – First Baptist Learning Center

**Reports To:** Learning Center Director

### **Job Summary**

The Assistant Director of First Baptist Learning Center supports the Director in providing high-quality, Christ-centered early childhood education. This position assists with daily operations, staff leadership, licensing compliance, and family communication while helping maintain a safe, nurturing, and developmentally appropriate environment that reflects the mission and values of First Baptist Church.

### **Key Responsibilities**

#### **Program & Daily Operations**

Assist the Director in overseeing daily Learning Center operations. Ensure classrooms maintain proper ratios, schedules, and routines. Support implementation of developmentally appropriate, faith-based curriculum. Assist with enrollment, attendance tracking, and student records. Provide classroom support as needed to ensure continuity of care.

#### **Staff Leadership & Support**

Assist with supervision, mentoring, and support of teaching staff. Help with staff scheduling, classroom coverage, and daily assignments. Participate in staff meetings, trainings, and professional development. Model Christ-centered leadership, professionalism, and positive classroom management.

#### **Licensing, Safety & Compliance**

Assist in maintaining compliance with state child care licensing requirements. Support health, safety, and sanitation standards throughout the facility. Assist with emergency procedures, drills, and incident reporting. Help ensure policies and procedures are followed consistently.

#### **Family & Church Communication**

Maintain positive communication with parents and guardians. Assist in addressing parent questions or concerns in a timely manner. Help foster a welcoming, family-focused environment aligned with church values. Work cooperatively with church leadership and staff.

#### **Administrative Support**

Assist the Director with ordering supplies and managing inventories. Support documentation, reports, and licensing inspections. Serve as acting Director in the Director's absence.

### **Qualifications**

#### **Required**

High school diploma or GED. Minimum of 10 years of experience in a licensed child care or early learning setting. Strong knowledge of early childhood development and classroom management. Proven leadership, organizational, and communication skills. Commitment to the mission and values of First Baptist Church.

**Preferred**

Associate's or Bachelor's degree in Early Childhood Education or a related field. Prior administrative or supervisory experience in a child care or learning center. CPR and First Aid certification or willingness to obtain.

**Work Schedule**

Full-time or part-time based on Learning Center needs. Flexible schedule as required by center operations.

**Physical Requirements**

Ability to stand, bend, lift, and actively engage with children. Ability to lift up to 40 pounds.