



## Assistant to the Director Job Description

**Position Overview:** The Assistant to the Director is responsible for ensuring smooth daily operations of the office, providing administrative support to the Director, cover breaks for staff as requested by the Director, and maintaining a welcoming and organized environment. This individual will serve as the primary point of contact for families.

### Key Responsibilities:

- **Family Check-In/Out:** Welcome families, check them in and out. Log absent students as needed.
- **Office and Facility Maintenance and Operations:**
  - Monitor the entrance door, verify identification, and ensure only authorized individuals access the facility.
  - Keep the office area clean, including tasks such as emptying trash, sweeping, making, and maintaining a tidy coffee station.
  - Track and order office and classroom supplies as needed; ensure teachers have necessary materials.
  - Prepare and organize new family and new hire onboarding packets.
  - Keep updated lists of children and classrooms.
  - Assist with laundry and supply stocking to help teachers remain in classrooms.
  - Help prepare materials for the classroom, including laminating, copying, and cutting.
  - Assist with the distribution of meals as needed.
- **Communication:**
  - Answer and make phone calls, take messages, and ensure timely and efficient reporting.
  - Keep the parent communication board updated with current information.
  - Schedule new family tours.
  - Receive and process all enrollment paperwork.
- **Database:**
  - Input and update family and child information, ensuring accuracy and up-to-date records.
  - Send messages to families or staff if needed.
- **Director Support:**
  - Assist with any other tasks requested by the Director, including classroom coverage for breaks or staff changes.
  - Work with Lead Floater as requested by the Director.

### Qualifications:

- Strong professional communication skills, both written and verbal (telephone, email, face-to-face).
- Ability to collaborate positively and effectively with staff and management.

- Excellent computer skills, including proficiency in Microsoft Office and Excel spreadsheets.
- Strong ability to organize important documents and supplies with detail and precision.
- Organizational and multitasking skills to handle various administrative duties.
- Ability to pass a federal background check and drug screening.
- Comfort with children ages 0-5 and a warm, inviting personality to greet families with compassion.
- Strong problem-solving and record-keeping abilities.
- Commitment to following state policies within a childcare setting and maintaining a safe environment.
- Participation in ongoing professional development as required.
- Experience with childcare management software such as Playground.
- Understanding of early childhood education and staff ratios.

**Physical Requirements:**

- Ability to lift up to 50 pounds.
- Frequent bending, standing, sitting on the floor, and walking to engage with children and ensure a safe environment.
- Capacity to work in a lively, fast-paced environment.

**Commitments:**

**It is understood that this position is in affiliation with East Side Church of God and any person who fulfills this position is committed to:**

- Jesus Christ as Savior and Lord
- East Side Church, its pastoral staff and its ministries
- A lifestyle that is consistent with the positions of East Side Church
- Teaching, learning, and growing as a person and as a Christian
- Keeping confidentiality
- Working with a servant attitude and approach to tasks
- A heart for ministry

**I have read and agree to the responsibilities and commitments of KIDS Place Early Learning Childcare a ministry of East Side Church of God.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
KIDS Place Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisory Team Representative

\_\_\_\_\_  
Date