



POSITION TITLE: BAER EARLY CHILDHOOD ASSISTANT DIRECTOR

REPORTS TO: EARLY CHILDHOOD DIRECTOR, BAER

STATUS / HOURS: FULL-TIME (EXEMPT)

Summary:

The Baer Early Childhood Assistant Director is a critical leadership position at the Baer location. The main role is to ensure that all of the operations are running smoothly, effectively and successfully on a daily basis. The Baer Early Childhood Assistant Director ensures that the office operations, administration, logistics and work environment at the DPJCC Baer Center at Temple Bat Yam are always organized, professional and high quality. He/she is tasked with a wide variety of responsibilities, including assisting the Early Childhood Director, ensuring excellent customer service/interactions with parents and staff, assisting with PTO, programming, marketing, registration and financial duties.

The responsibilities listed below can vary depending on the needs of the program, are subject to change:

Responsibilities:

Early Childhood Learning Center/Camp Kadima/After-School Programs

- Coordinate all operations of the Baer Early Childhood Learning Center to ensure quality standards, practices and procedures.
- Responsible for billing and all registrations and payments for school, camp and all programs.
- Responsible for overseeing all Baer databases for registrations for each school year, camp, programs and enrichment classes.
- Responsible for managing the Remini app, What's App groups and other communication tools.
- Support the Early Childhood Director to motivate, engage and develop a strong team of diverse pre-school educators and camp personnel.
- Support the Early Childhood Director with implementation of school policies, procedures and regulations.
- Support the Early Childhood Director to guide staff in implementing a developmentally appropriate curriculum.

- Work in partnership with the Early Childhood Director and Office Administrator with monitoring school/camp enrollment, including maintaining the up-to-date database of school, camp and after-school enrollment.
- Assist with maintaining compliance with Florida Department of Childcare Licensing standards.
- Cordially greet parents and visitors to the school.
- Support the Early Childhood Director with touring prospective families.
- Teach specialty class(es) for camp and/or school; exact classes, days and times TBD each year/semester.
- Provide support for all extracurricular events of the Baer Early Childhood Center and Camp.
- Provide support to the Baer PTO and their events including but not limited to fundraisers, holiday events and any special events.
- Provide support and relief for Early Childhood staff in a classroom, as needed and directed.
- Provide support to Early Childhood parents as directed.
- Serve as Acting Early Childhood Director if needed.
- Support the DPJCC, the Baer school, and the overall DPJCC's mission and goals.
- Together with the Baer Early Childhood Director, create an aesthetically pleasing, neat, professional and positive environment for staff, parents and students, in the classrooms, hallways, offices and all public spaces.
- Develop appropriate relationships and maintain good rapport with staff, parents and students.
- Liaison to the DPJCC marketing department, including submitting marketing tickets as needed.
- Maintain and keep up-to-date the forms, flyers and all marketing collateral for the school and camp, including in the lobby/hallway literature racks and displays.
- Liaison to the DPJCC Information Technology (I/T) dept., including submitting Tech tickets as needed.
- Liaison to the DPJCC Maintenance dept., including submitting Maintenance tickets as needed.
- Assist with relations with Temple Bat Yam administration as needed, for coordination of facility usage, maintenance, repairs, security and other issues as they arise.
- Demonstrate enthusiasm and dedication to early childhood education and for all Baer programming.
- Responsible for assisting with comparative pricing, shopping, supply inventory/acquisition as needed.
- Responsible for helping to promote and market DPJCC Greater Fort Lauderdale programming on the East Side.

General Skill Set:

- Flexible, able to handle multiple tasks and changing situations calmly and effectively.
- Warm and engaging, exhibits a love for children, is kind and displays a patient demeanor.
- Able to work effectively with a director, faculty, the public, young children and their parents.
- Demonstrates knowledge of various stages of social, emotional and intellectual development.
- Is competent, always committed to professionalism, trustworthy and responsible.
- Able to keep confidentiality regarding student and personnel issues when called for.

Education/Work Skills Requirements:

- CDA and Early Childhood Director's Credential preferred.
- Highly organized, attention to detail, time management skills, meet schedules and deadlines.
- Excellent grammar, writing communication skills (written and verbal).
- Computer literate and ability to learn new/changing software.
- Excel proficiency is required. Proficiency in Outlook, Word, PowerPoint, Publisher, Internet, WhatsApp and social media platforms are preferred.
- Able to work year-round, in school and camp; long hours, some evenings and weekends.
- Able to open (7:15am) and/or close the center (6pm), a few days per week. Opening and closing schedules will be shared by the Administrative team.