After School Day Care Assistant Director

Reports to: After School Day Care Director
Supervises: None
Term of Employment: 10 months
Salary: Hourly
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- High School Diploma or equivalent plus Community College Early Childhood Credentials
- Must meet state requirements in CPR, AED, Playground, First Aid and Childhood Connects

Essential Job Functions:
- Manages the curriculum
- Assists the Director in ensuring that all physical facilities comply with local and state laws and are safe
- Has knowledge of local, state and federal laws regarding safety requirements and inspection and certification procedures
- Ensures that the day care center complied with all local, state and federal laws
- Meets with parents and answers questions when director is unavailable
- Prepares materials and equipment for instructional activities
- Supervises and leads activities for small and large groups of children
- Follows appropriate training while leading whole and small group activities
- Assists with technology equipment
- Maintains a clean and orderly environment for the students
- Ensures that the staff are following through on the daily and weekly assigned cleaning schedule
- Maintains the materials and equipment of the day care center
- Works with the principal and bookkeeper to order new materials as needed
- Ensures the enforcement of classroom rules in a positive manner
- Follow attendance guidelines, maintains punctuality and follows Moore County School’s dress code
- Demonstrates initiative in the performance of assigned duties
- Responds to inquiries or concerns in a timely manner
- Demonstrates support for the school system’s vision and mission
- Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered medium physical work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment