



LITTLE LEARNERS
CHILD DEVELOPMENT CENTER II

Position Details

- Center Name/Contact and Address Little Learners CDC, II
120 Robinson Avenue Harrisburg, NC 28075
- Job Title: Assistant Director
- Full-Time or Part-Time: Full-Time
- Work Schedule: 7am-5pm
- Pay Rate: \$16.00-\$18.00

Job Description: The Assistant Director will work together collaboratively with the Director to maintain a positive working environment. This individual must be able to communicate effectively with parents, teachers, and children.

Responsibilities and Duties

- *Maintaining teacher's/children's records.
- *Understands the requirements for ITERS & ECERS and how to maintain the classroom environment (appearance).
- *Has an understanding of Child & Adult Care Food Program.
- *Has Playground safety, SIDS, & First Aid & CPR.
- *Maintain parent accounts (PROCARE)
- * A well-developed philosophy on the education of young children, which parallels with the educational mission of Little Learners CDC II.

Minimum Requirements:

- * Bachelor's Degree in Early Education or an Associate Degree in Early Childhood Education is preferred.
- * Computer literacy and knowledge of Microsoft Suite
- * Bookkeeping experience is preferred
- * Completed at least two (2) full years of experience working under supervision primarily with preschoolers in a licensed child care center, or similar setting.
- *Level II or III Administrative credential from DCDEE.
- * CPR/First Aid certification within 90 days.
- *TB Test current within a year.
- *Health assessment current within a year.

Additional Responsibilities:

- * Fulfills all record-keeping responsibilities (CACFP & Tuition)
- * Conducts tours and provide interested families with information about our program
- * Plans and coordinates field trips (Summer Camp)



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- * Understands and assists staff members with developmentally appropriate practice in Early Childhood Education
- * Implements and supervises staff members with company policies and procedures
- * Supervises closing staff and ensures building is secure at the end of each day
- * Complies with, and may implement, DCDEE regulations regarding the care of children
- * Assist teachers with managing behavior problems
- * Order and keep inventory of school supplies
- * Keeps the Owner informed of any necessary information regarding the care and safety of children
- * Assists and accepts responsibility in other daily center duties that might be temporary in the event other personnel are not available
- * Attends and participates in staff meetings, center events, and parent/customer meetings as requested

Pay:\$16 - \$18 – Must be able to work a Flexible Shift

How to Apply: info@llcdc.net