

**First Baptist Simpsonville Child Enrichment Center: Assistant Director of the CEC
Full Time Position, Open Year Round**

State Licensing Number 17753

CEC Assistant Director Qualifications:

- Desire to assist in leading and developing an early education team, cast vision, and partner with and minister to families in the Upstate
- Possess a bachelor's degree or equivalent from a state-approved college or university in early childhood education, child development, child psychology or a related field that includes at least eighteen credit hours in child development and/or early childhood education
- Knowledge of South Carolina Early Learning Standards and DSS Child Care Licensing Rules and Regulations
- Knowledge of SC DHEC and Fire Regulations
- Capability to assist in carrying out the duties and responsibilities of the director
- Experience working in an ACSI Accredited or DSS Licensed Child Care facility
- Reports to the Director of FBSCEC

Assistant Director Responsibilities:






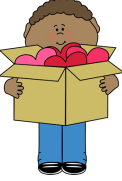


1. Support the Director in providing the overall spiritual servant leadership of the CEC, communicating the school's mission, vision and values to the staff, parents, students, church, and community with a relational focus and desire to grow the children in a loving environment
 - Assist with opening and closing the CEC
 - Greet parents, answer phones and doors as needed
 - Assist with Bus Driver Training and act as a substitute bus driver as needed
 - Maintain appropriate contact with parents and help with communication between Director, parents and teachers
 - Obtain required number and type of training hours annually per DSS and ACSI guidelines
2. Help oversee the daily operation of the center including all programs and activities in early education and afterschool care
 - Meet South Carolina Early Learning Standards and DSS Child Care Licensing Rules and Regulations
 - Coordinate early education, afterschool, bus program, and other special programs
 - Meet all DSS guidelines for students and staff records, building and safety codes, and health and sanitation issues, etc.
 - Help to Provide reports to DSS/ACSI in a timely manner
 - Secure substitutes who meet the requirements necessary to work in a licenced facility
 - Coordinate daily staffing and help keep staff informed of any changes in schedules
3. Staff Development: Recruit, interview, hire, and develop new staff, providing training and quality feedback to all employees
 - Provide on-going staff professional development including orientation, goal setting, instructional supervision of teaching styles and methods, curriculum development, classroom management, etc.
 - Assist with staff formative and summative evaluations
 - Provide encouragement to the staff on a regular basis
 - Provide daily observation and supervision of the early education staff
 - Coordinate individual teacher development and goal setting
 - Assist with conducting weekly staff meetings which include prayer and devotions
 - Monitor and provide staff training following DSS and ACSI guidelines for the number and type of clock hours required
 - Revise, update, and distribute the staff handbook annually
 - Oversee and develop teaching teams to provide optimal learning experiences
 - Follow abuse policies and reporting practices as per CEC Policy and SC Mandated Reporter Law
 - Assist with facilitating CEC events (Art Show, Graduation, Staff Christmas Party etc.)
4. Curriculum and Instruction: Direct, aid, and supervise curriculum development and instructional practices
 - Utilizing teaching teams, develop and write curriculum maps for age groups according to ACSI guidelines, best practices, and developmentally appropriate practices
 - Ensure curriculum mapping is aligned with state and ACSI standards

- Check and supervise weekly lesson plans/curriculum guides/scope and sequence
 - Assist with the planning of field trips
 - Work with teachers in planning activities (field trip and curriculum) for Summer Camp program
5. Admissions and Family Partnerships: Ensure a smooth, informative, and clear admissions and family partnership process
- Assist with interviewing prospective students and families for admission
 - Develop an on-going partnership with those who are admitted through regular check-ins
 - Notify Director of any parent and teacher concerns
 - Conduct tours/interviews with potential families
 - Assist with coordinating and monitoring parent teacher conferences twice each year
 - Offer counseling resources to parents concerning various aspects of school/home relationships, as needed.
 - Communicate important, necessary, and helpful information regularly and consistently utilizing Tadpoles
 - Revise, update, and disseminate updated portions of the Parent Handbook annually
 - Create, perform, analyze and share results of annual parent surveys with leadership
 - Regularly update the website to provide up-to-date information
 - Update calendar and registration forms annually
 - Maintain and update waiting list regularly
 - Maintain student medical/allergy information and distribute to kitchen staff and teachers
 - Assist with mass mailings - Back to School letters, Registration materials, Summer option etc.
 - Generate and send reminders when paperwork and fees are due
6. Student Growth: Contribute to and monitor the spiritual, academic and behavioral progress of students
- Oversee the planning of weekly chapel for preschoolers
 - Supervise student discipline, ensuring a positive discipline approach
 - Model appropriate student discipline for staff when addressing aggressive behavior incidents or other discipline problems
 - Assist with coordinating service and mission projects in connection with the Kids Minister to Preschool
 - Plan and monitor events to celebrate students and strengthen partnerships
7. Financials and Environments: Assist with developing and managing the CEC's budget and maintain a safe, clean environment
- Coordinate the purchase of supplies and textbooks
 - Oversee staff hours and scheduling
 - Assist in developing annual budget
 - Work with suppliers, vendors, and service providers to meet the needs of the facility and students
 - Assist Director with invoicing and posting payments into Headmaster Program as needed
 - Make sure all necessary schedules and evaluation plans are posted in every room
 - Assure the order, cleanliness, and safety of the classrooms, restrooms, playgrounds and buses
 - Schedule service, repairs, mulching, and playground and facility refurbishment
 - Ensure medication lock boxes are in good condition and expired medications are disposed of appropriately
 - Care for mildly ill children awaiting pickup
8. Church/School Relationships: Work in partnership with church staff to minister to preschool families and grow as a leader
- Meet weekly with the Director and Kids Minister to Preschool
 - Develop a relationship with Upstate Sports for shared space uses
 - Encourage positive relationships regarding shared use spaces
 - Meet with the CEC Committee monthly for reflection, updates, and special projects
 - Participate in annual goal setting and review meetings
9. Continuous School Improvement: Work with the Director and church team to plan for the future growth, ministry impact, and outreach opportunities of the CEC
- Communicate facilities needs to church staff
 - Identify and plan for upcoming expenses
 - Perform SWOT assessments regularly to identify and analyze the health of the CEC and address needs and opportunities
 - Assist Director in completing ACSI accreditation process
 - Apply for grants as needed and available

First Baptist Simpsonville CEC Core Values

Mission: To offer a warm, secure atmosphere where the love of Jesus is taught to children and shown to them and their families.

Vision: To love and follow Jesus fully so others in our community are drawn to him.

	<p>Development: To help children develop mentally, physically, spiritually, emotionally, and socially while learning to discipline themselves and relate well to others. (Lk. 2:52, Ps. 1:3, Pro. 22:6)</p> <ul style="list-style-type: none"> • Meet children where they are and help them grow. • Facilitate active hands-on individual and small group learning. • Teach social skills utilizing positive interactions and role modeling.
	<p>DEPENDENCY: Prayer is the foundation of all that we do because without God we can accomplish nothing. We seek to worship Him with our whole lives, mind, body, and spirit (Mt. 6:33 & 22:37).</p> <ul style="list-style-type: none"> • Pray for and with the children in our care. • Participate in Bible classes and sing worship songs. • Provide staff devotional and prayer time.
	<p>AUTHENTICITY: We are real people who are honest about our flaws. We are a genuine, transparent, united group of believers who are devoted to biblical truth (1 Jn. 1:8-9, Mt. 23:25-27, & Jn. 13:35).</p> <ul style="list-style-type: none"> • Build and maintain genuine relationships with children, parents, and leaders through interactions, messages, and events. • Point young children to the Gospel message and truth of the Bible through Bible lessons.
	<p>MULTIPLICATION: We want to be known as passionate disciple-makers, committed to engaging the culture both locally and globally by reaching and teaching others to become followers of Christ. This will not happen accidentally. Our goal is to lead new believers on a journey of growth and true fulfillment. (Mt. 28:19-20, Mk. 2:17, & Acts 1:8).</p> <ul style="list-style-type: none"> • Tell children and others about Christ and his work on the cross. • Share what Christ is doing in your life with those around you. • Have intentional conversations with people seeking to grow in their knowledge of Christ.
	<p>MULTI-GENERATIONAL: We value every person at every life stage and circumstance. Married, single, divorced, or widowed, you are an important part of our family. We desire to build a community of support where relationships thrive. Our goal is to create safe and exciting environments where children love to attend and their parents are prepared for the journey (Ps. 100:5).</p> <ul style="list-style-type: none"> • Build intentional, loving relationships with parents and other volunteers.
	<p>GENEROSITY: We don't just want to be people who give. We desire to be known as extremely generous investors. We really believe it's better to give than to receive, and we want to invest in people (Acts 20:35 & 2 Cor. 9:7).</p> <ul style="list-style-type: none"> • Identify and meet the needs of the children by utilizing effective assessment strategies. • Recognize the needs of families within the center's community and help meet those needs. • Complete several service projects.
	<p>HUMILITY: We want to stand out as a center that cares more about other people than ourselves. We see serving others as a lifestyle, not an event (1 Pt. 5:6).</p> <ul style="list-style-type: none"> • Show love and Christ-centered attitudes and behaviors through language and interactions. • Strive to meet the basic needs of children in loving, respectful ways
	<p>COMMUNITY: Life happens in community, and we want to intentionally build and reproduce environments that nurture relationships. We are created with a need for other people, and we believe life is better when we are together (Acts 2:42-47).</p> <ul style="list-style-type: none"> • Meet regularly in age and stage teaching teams. • Talk with parents, children, and others in our classrooms, intentionally building relationships. • Share events and student information with parents via Tadpoles.

