



**Position Description**  
NIST Child Care Center  
**ASSISTANT DIRECTOR**

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**POSITION REQUIREMENTS**

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- 4-yr degree in Early Childhood Education, Child Development or closely related field;
- Meet MSDE OCC Requirements for Directors for a center with infants, preschool and school age children
- Minimum 2 years of previous classroom teaching experience in a childcare / preschool setting;
- Participates in the MSDE Credentialing Program.
- Certification in Infant/Child/Adult CPR and First Aid/First Responder.

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**PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES**

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- Thorough knowledge of the MSDE Office of Child Care rules and regulations covering childcare in the state of Maryland;
- Thorough knowledge of NAEYC guiding principles and their application within a childcare and/or preschool setting;
- Knowledge and experience implementing one of the MSDE state-approved early childhood curricula;
- Knowledge and proficient in using computer software applications for child development reporting and general word processing.

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**POSITION RESPONSIBILITIES**

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- Work cooperatively with the Director and staff members in planning and implementing the goals and philosophy of the Center.
- Attend to daily routines and any emergencies when the Director is off the premises or unavailable.
- Support director developing center staff and parent communication documents, including memos, newsletters, etc.
- Substitute in classrooms when necessary.
- Uses and maintains child development and record keeping software. Update and maintain children's records (enrollment, health, emergency forms, etc.).
- Maintain effective communication with parents concerning their child's involvement in the center.
- Facilitate staff development, program development, and parent education.
- Serve as a resource for the staff in the identification, selection and use of instructional material, curricula, and methodologies.
- Meet with classroom staff on a regular basis and review weekly curriculum plans and offer suggestions.
- Attend workshops as required by the MSDE Office of Child Care policy.
- Maintain current CPR and First Aid certification.

- Attend regularly schedule staff meetings.
- Adhere to all rules and regulations and guidelines as set by the NIST Child Care Association and the Center Director.
- Support Director and other staff in maintaining the classrooms, the Center, and the ground surrounding the center. Assist center staff in maintaining art storage room, library, and teacher's prep area.
- Monitor the equipment inside and outside to ensure the safety of the children. Notify the Director of any problems with equipment or supplies. Seek correction from outside sources when necessary.
- Remain up to date with COMAR regulations and criteria established by NAEYC.
- Report to the Director any injury of a child or staff while at the Center.
- Monitor staff to ensure disciplining of the children is done in a manner that is consistent with Center policy. Report any discrepancies to Director.
- Report to the Director any known or suspected case of physical or psychological abuse involving any child at the center.
- Assist Director in the orientation and enrollment of new families.
- Develop grant proposals, as appropriate, to support the center's mission and needs.

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**DESIRABLE ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES**

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- Commercial Driver's License (CDL) to drive center's bus on field trips.
- Accounting experience
- IT experience

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**ACKNOWLEDGMENT**

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*I have received and understand the expectations of my job as expressed in the above position description.*

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Signature

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Printed Name

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Date