



Holy Cross Child Development Center

**Early Childhood Center Office Manager/Assistant to the Director
Holy Cross Child Development Center, Kernersville, NC
Job description**

Email resume to ekampwerth@holycrossnc.com

Qualifications

- Strong Organizational Skills
- Dependable when the director is out of the office.
- Excellent written and oral communication skills
- Computer/technology skills including MS Office and ProCare (a bonus but not required)
- Ability to drive a 15-passenger bus
- Degree and/or Hours in Early Education with a current background check/Fingerprints and Qualifying Letter to work in NC Childcare Centers

Responsibilities

- Monitor and maintain a quality learning environment.
- Drive the bus to pick up afterschool kids 2-5 days a week.
- Recruit, hire, train and supervise the teaching staff according to the procedures provided by the Director. • Perform administrative duties including overseeing enrollment, maintaining staff and children's files. Perform any additional duties as delegated by the Director.
- Prepare, revise, and maintain up to date records including the staff training worksheets required by the Division.
- Provide excellent communications to the parents as outlined in the Director's Parent Communication Plan.
- Manage and coordinate curricula with staff that complies with state and federal requirements.
- Oversee daily scheduling; arrange substitute teachers; Cover staff absences as necessary to maintain state ratio requirements.
- Establish open communication with parents; Meet with parents as needed to address concerns parents may have regarding their child(ren).
- Manage and coordinate curricula with staff that complies with state and federal requirements.
- Establish and oversee a parent communication plan. This will include communicating CDC policies to the parents and communicating any issues with the children to the director and the parents.
- Prepare and facilitate state visits by the Division of Child Development, the Health Department, and the Fire Department.
- Complete annual training as required by the Division of Child Development.
- Create and maintain a loving and nurturing Christian Environment for families, children and staff.
- Creating Curriculum for the classrooms.

Job Type: Full-time

Salary: From \$15.29 per hour

Experience: Childcare, teaching, office management

Benefits: Employee discount, Flexible spending account, Health insurance, Life insurance, Paid time off, Retirement plan	Schedule: 8 hour shift, Monday to Friday
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