**ASSISTANT DIRECTOR**

***Classification:***Salaried Position

***Reports to:***Kid Care Director

***Supervises:***Kid Care Staff

***Qualifications:***Christian (with preference for a Cottonwood Creek Church member), College graduate (Associates degree or comparable qualification),meets or exceeds State of Texas State Licensing requirements, a love for children and desire to see their best interest served.

***Responsibilities:***Primarily responsible for assisting the Director in any way deemed necessary. Works together with the Director to run the day to day operations. Continue to learn about leadership, management, and financial reporting, while continuing to grow spiritually. Implementing these tasks should be done with a joyful heart and helpful spirit in the ministry of weekday education in order to cultivate relationships. This person is also expected to maintain the highest level of professionalism and confidentiality.

Duties include, but not limited to:

1. Work with CCC Financial Department to maintain accurate financial information relating to Kid Care.

2. Create and maintain an operating budget.

3. Maintain student financial records in ProCare.

4. Coordinate staff reimbursement accounts

5. Maintain attendance records for staff and process payroll.

6. Work in conjunction with KC Director to recruit, hire, train, supervise, and terminate staff.

7. Attend 30 hours of professional conferences and/or workshops.

8. Provide staff with professional training, conferences or workshops to meet state requirements.

9. Assist the Director in conducting employee performance evaluations.

10. Ensure the program functions within the guidelines of State Licensing Standards.

11. Attend all staff meetings and special events.

12. Pray for and with KC staff, children, and families as needed.

13. Minister to staff and KC families to help them make connections to CCC and

grow spiritually.

14. Understand and adhere to the minimum standards for childcare facilities in the state of Texas.

15. Perform any other assignment the Director deems necessary.

\*To ensure the safety and well being of the children, all staff must be physically able

to bend, squat, kneel, run, climb, and lift/carry 40 lbs.