

## **FULL TIME Assistant Director (Eugene)**

Newberry Child Care at the Downtown Athletic Club has an immediate opening for an Assistant Director.

Located in the heart of Downtown Eugene, Newberry Child Care offers the ideal environment for a quality preschool program.

### **5 STAR QRIS/SPARK RATED AND STATE CERTIFIED PROGRAM**

This top quality rating means we meet the highest evaluation standards that support quality early learning for all children. Newberry Child Care (NCC) boasts a state-certified Preschool & Pre-K curriculum which is open to the public and located inside the Downtown Athletic Club. Our school provides families an opportunity to receive affordable education in an environment designed to nurture every child's emotional, social, creative and intellectual development.

#### **Qualities:**

We are looking for someone who is dynamic and outgoing to fill the role of Assistant Director. This is a job with many hats. The ideal person would have supervisory/management skills as well as experience overseeing staff and children. There will be time in the classroom with the children so not only are we looking for someone with skill in Excel and Word but also a person who can keep organized and calm under pressure. Excellent verbal and written skills are required.

#### **Applicant must have:**

- State-awarded Early Childhood Education (ECE) Certificate, Child Development Associate (CDA) certificate or Associate Degree, preference for ECE degrees. (Higher degree preferred.)
- Must be a step 7-9 of the Oregon registry.
- Preschool (ages 2.5-4) classroom assistant/teaching experience.
- Minimum three years of previous teaching experience with preschool and Pre-K students.
- Minimum of one year of management experience in a certified child care center.
- Current Pediatric CPR & First Aid certification.
- Current Food Handler's Card (or have within the first 30 days of hire).
- Completed (or be willing to complete) a Child Abuse and Neglect Class.
- Intro to Health and Safety
- Enrollment in the Child Care Division-Central Background Registry.
- Familiarity with Creative Curriculum and different curricula.
- Familiarity with the Oregon Quality Rating and Improvement System (QRIS).

#### **Duties will include but not limited to:**

- Scheduling of teachers and staff
- Training of teachers and staff
- Hiring new teachers and staff with the coordination of the Director
- Teaching both Pre-K and Preschool
- Planning and implementing circle activities for an assigned group of children with an aide or co-teacher.
- Designing programs and activities that meet the needs of individual children
- Lifting up to 50 lbs.
- Developing a rapport with parents, and keep them informed of children's progress
- Participating in staff meetings, parent activities, and training activities and conferences as needed

**Compensation:** \$14 - \$16/hr commensurate with experience, DAC club membership.