Job Description: JEC Assistant Director

Reports to: JEC Director

Position Overview

The JEC Assistant Director is responsible for the day-to-day operations of the Jewish Education Center, ensuring full compliance with municipal, state, and federal licensing and regulatory requirements. This role provides oversight of safety, compliance, documentation, financial operations, and staff management. The JEC Assistant Director works closely with the JEC Director to ensure program quality, family satisfaction, and organizational sustainability.

Collaboration & Shared Responsibilities

The JEC Assistant Director works in close partnership with the JEC Director. While each role has distinct areas of responsibility, there are occasions when duties overlap, particularly in areas of compliance, staff support, and family engagement. Both Directors collaborate closely to ensure smooth daily operations and alignment with organizational goals.

Key Responsibilities

1. Financial & Administrative Oversight

• Manage center budget, expenditures, receipts, and payroll records.
• Ensure accurate and timely financial reporting, including grant-related documentation.
• Work with funding agencies to maximize awards and comply with fiscal requirements.
• Maintain accurate accounting of all classroom and center-related expenses.

2. Licensing & Compliance

• Ensure full compliance with all JEC policies, municipal codes, and licensing requirements.
• Maintain accurate and timely documentation for child, family, staff, and agency files.
• Monitor and enforce staff-to-child ratios, daily sign-in/out procedures, and required postings.
• Plan and evaluate center fire, earthquake, and emergency drills.
• Correct all non-compliance issues identified during inspections or internal reviews.
• Provide quarterly classroom, playground, and facility safety audits.

3. Staff Supervision & Human Resources

• Supervise classroom staff and volunteers, ensuring adherence to licensing and program requirements.
• Conduct new hire orientations, 90-day evaluations, and annual performance appraisals.
• Monitor timely completion of lesson plans, observations, and staff paperwork.
• Approve staff schedules and leave requests to maintain required ratios.
• Provide leadership in classroom management, transitions, and coverage as needed.

4. Facilities & Safety
• Oversee maintenance requests and prioritize work orders with appropriate staff.
• Enforce playground and classroom safety checklists.
• Renew annual evacuation procedures and emergency agreements.
• Ensure facilities and equipment are safe and functional for children and staff.

5. Family Partnerships & Communication
• Support families during enrollment, transitions, and crisis situations.
• Collaborate with teachers to coordinate child assessments and referrals.
• Ensure timely communication to families regarding operational and safety matters.
• Create and distribute newsletters, emails, and center updates.

6. Community Engagement & Enrollment
• Support marketing efforts to maintain full enrollment.
• Represent the center with professionalism in community partnerships.
• Collaborate with JEC Director to provide monthly operational status reports to the Executive Director.

Qualifications

• Minimum age 21.
• Demonstrated knowledge of child development, early childhood program administration, and staff supervision.
• Experience in financial management and compliance oversight.
• Strong communication and organizational skills.

Education & Credentials (must have one):
• SEED Level 7 certificate, OR
• 12 college credit hours in early childhood development/education/psychology or equivalent, OR
• Current CDA, Montessori, or equivalent certification, OR
• Bachelor's degree in early childhood development, child psychology, elementary education, or equivalent.

Required or Willing to Obtain Upon Hire:
• First Aid/CPR certification
• Alaska-approved Health & Safety and Mandatory Reporter Training certification
• Background check clearance as required by licensing