Job Description
MOORE PUBLIC SCHOOLS

Job Title: Childcare Assistant Director/Curriculum Coordinator

Qualifications: Must be at least 21 years of age, must be able to pass a background check and Joshua's List check. Must be able to transport children. Must have valid Driver's License. This is a safety sensitive position as it includes direct childcare. (subject to drug testing)

Credentials: CDA, CCP, Certificate of Mastery, Associates or Bachelors in ECE or Oklahoma Competency certificate. Directors Credential preferred. Must be Master Teacher qualified.

Education: High School diploma or GED

Training or Experience Preferred: Minimum of 2 years of childcare classroom experience, previous management experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries; includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. Communicate with classroom teachers regularly regarding ratio, schedule and policy.

Has working knowledge of online applications to include but not limited to: Office 365, Microsoft WORD/Forms/Outlook/Excel and online website navigation.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including digital records. Keep records of all teacher training and personnel paperwork. Keep records of child files to make sure all paperwork required by DHS is properly in their file.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Must be able to read and understand simple instructions.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Can operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone

consoles. In addition, the ability to operate more complicated software programs consisting of word processing, spreadsheets, and online websites.

Childcare Assistant Director/Curriculum Coordinator
(2 of 3)

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent has the ability to spell correctly and proofread work of others concerning spelling and grammatical structure.

Typing Skills: Proficient skills in typing/word processing.

Site: Moore Public Schools Child Development Center

Reports To: Family and Community Support Specialist

Job Goal (Purpose of Position): The Assistant Director is responsible for managing safe and effective operations of the center. In the Directors absence the Assistant Director has sole responsibility of the operations of the center. Assist with a variety of administrative tasks. Assist with opening/closing the center at least 50% of the time.

Contact with others: An incumbent in this position has regular contact with members of own staff and with children. Interpersonal interaction or communication is required to work with teachers, children and community. Must enjoy working with children.

Other Performance Measures: Successful performance of the job requires people skills to work with children, teachers, fellow employees and community stakeholders. It requires following safety guidelines and policies to avoid accidents and injuries. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. The employee must use initiative and self-discipline to get the work done.

Essential Job Functions (not limited to):
1. Help create a welcoming environment for all children and families
2. Assist Director in day-to-day operations
3. Assist with class schedules, class counts, projected enrollment on any other essential duties
4. Be accountable for the operation of the center, ensure the center is operating in accordance with state licensing standards.
5. Assist in recruiting efforts and hiring new teachers. Help retain quality teachers.
6. Assist in scheduling teachers daily along with breaks.
7. Manage subsidy accounts. Ensure subsidy families are checking in and out daily.
8. Assist in taking payments from families.
9. Assist with touring new potential families.

10. Partner with parents in their children's learning and development
11. Maintain confidential information to include but not limited to PII, HIPPA and other intellectual property. Must understand the importance of keeping all confidential information.
12. Assist in training all new teachers.
13. Assist teachers with Curriculum. This includes training, supply purchasing and observing.

Childcare Assistant Director/Curriculum Coordinator
(3 of 3)

14. Support, assist and attend all family events.
15.Operates modern office equipment including a computer/laptop and must have knowledge of both word processing, spreadsheet software applications and online website usage as required.
16. Other duties as assigned.

Physical/Mental Requirements and Working conditions:

Must possess the visual requirements to be aware of surroundings especially relative to work output and safety concerns. Regular sitting, standing and walking. Must have the hearing/speaking ability to communicate with employees, patrons, and children in person.

Ability to prioritize duties of the job and to have self-discipline to stay on task.

Must be able to lift, push, pull 50lbs.

Terms of Employment:	250 days, 12 month year
Salary:	Salary to be established by Board
Evaluation:	Performance of this job will be evaluated in accordance with DHS Policy to maintain 5-star standards.

Approved 03/10/2025