
Auburn University Job Description

Job Title: **Assistant Director- HELC**

Job Family: No Family

Job Code: **AD64**

Grade AA10 \$48,800 - \$83,000

FLSA status: Exempt

Job Summary

Reporting to the Executive Director of the Harris Early Learning Center (HELC), located in Birmingham, this position oversees day-to-day operations for the HELC, to include oversight of enrollment and recruitment, employee supervision, and acting Human Resources Liaison (HRL) for the Center.

Essential Functions

1. Receives applications, maintains waiting lists, and offers spaces to prospective families. Organizes Family Orientation for new and currently enrolled families. Communicates with prospective families; answers questions regarding enrollment, curriculum, schedules, tuition, and appropriate guidelines; and provides on-campus tours.
2. Communicates and collaborates with families to address classroom concerns. Recommends additional consultation, as necessary.
3. Collaborates with and assists the HELC Executive Director to review lesson plans and address concerns expressed by employees, families, and/or colleagues. Performs biannual classroom observations, and provides constructive feedback to improve performance. Conducts annual performance evaluations, addresses performance issues, and holds disciplinary meetings as required. Maintains and manages daily schedule and calendar for leave requests, as well as spreadsheets containing National Association for the Education of Young Children (NAEYC) memberships, and staff certifications, including, but not limited to, CPR/First Aid, Schoolcast, and Procure.
4. Oversees the contact and screening of applicants, as well as interviewing potential candidates, assessing candidate qualifications, and processing hiring proposals. Completes applicant background checks and I-9 verifications, as well as schedules new employee orientation.
5. Collaborates with the Executive Director to plan HELC celebrations, Staff Development Days, Teacher of Excellence Banquet, Book Fair, and other fundraisers. Oversees and collaborates with community and corporate sponsors.
6. Oversees and manages personnel information, to include staff credentials, tracking required renewals, and ensuring all personnel maintain appropriate credentials, including NAEYC memberships, CPR/First Aid, TB Test, physical screening, background checks, required annual training, and other requirements that must be updated and/or renewed regularly.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills, and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Child Development, Early Childhood Education, or closely related field
Experience (yrs.)	6	Progressively responsible experience in Childhood Development, or related field. Working knowledge of NAEYC guidelines.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Working knowledge of Child Development (Birth to 5 yrs.), Best Practices in Early Childhood Education, Curriculum, Guidance/Disciplinary Strategies in the Classroom, Classroom Management, Supervision, NAEYC guidelines, DHR, Jefferson County Department of Health (JCDH).

Certification or Licensure Requirements

CPR and/or First-Aid certification, or ability to obtain within the first 60 days of employment.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

Date: 11/10/2022
