



Assistant Director

Lititz Christian Early Learning Center- West Campus

Position Summary

The Assistant Director plays a vital role in supporting the daily operations of Lititz Christian Early Learning Center. This position requires exceptional organization, strong communication skills, and the ability to manage multiple priorities in a fast-paced, child-centered environment. The Assistant Director will be responsible for supporting day-to-day operations and management of the Center and will assume full oversight of Center operations in the Center Director's absence. The Assistant Director is empowered to make operational decisions within their scope of responsibility to ensure the safe, efficient, and effective functioning of the Center. The ideal candidate is dependable, detail-oriented, and committed to supporting children, families, and staff while upholding the mission and values of Lititz Christian ELC.

Preferred Qualifications:

- Bachelor's in Early Childhood Education, Child Development, Elementary Education, Special Education or Human Services
- Prior experience in an administrative or office support role within an early childhood center, school, or faith-based setting
- Working knowledge of Brightwheel or similar childcare management software
- Familiarity with Pennsylvania DHS licensing requirements and documentation
- Strong organizational and time-management skills
- Alignment with the mission, values, and faith-based environment of Lititz Christian Early Learning Center
- Comfort level with technology, including Google Suite (Docs, Sheets, Slides, etc.) and/or willingness to learn

Assistant Director Responsibilities

Operations & Compliance

- Support daily operations and overall management of the Center
- Assume full oversight in the Director's absence
- Maintain DHS, Keystone STARS, and ACSI requirements and regulations
- Maintain a safe and healthy environment for staff, children, and families
- Assist with updating systems, files, and documentation
- Keep child files updated and organized
- Manage transition checklists (classroom moves, seasonal transitions, new enrollments)
- Handle behavior and accident documentation, and follow up
- Track supply needs and assist with purchasing



Staff Support

- Model teamwork, positivity, and a Christ-centered attitude
- Support staff morale and team culture
- Assist with staff schedules, vacations, and substitute coverage
- Support staff communication and meetings
- Assist with hiring and onboarding new staff
- Help problem-solve staff-related challenges
- Conduct classroom and teacher observations as assigned

Family Communication

- Welcome and greet current and prospective families
- Communicate with families as needed alongside the Director
- Respond to parent questions and concerns
- Support communication related to transitions, enrollments, and classroom updates

Classroom Support

- Step into classrooms when teachers are absent or positions are unfilled
- Assist in resolving classroom-related issues (behavior, routines, etc.)
- Support curriculum implementation with the Director
- Assist with food preparation and distribution

Additional tasks and responsibilities will be assigned as needed or appear appropriate by the director or administration.