

Early Impressions Preschool & Child Care

Position Description – Assistant Site Director



Job Title	Assistant Site Director	Position Type	Full-Time, Full Year
Work Area	Designated Site	Direct Supervisor	Site Director

Position Summary

The Site Director is responsible for the overall leadership, management, and operation of the childcare center. This role involves overseeing the day-to-day operations, ensuring a safe, nurturing, and educational environment for children, managing staff, maintaining regulatory compliance, and building strong relationships with families and the community.

Position Responsibilities

Leadership, Management and Operation

- Updating and maintaining child and team member information in Procure
- Being an active participant in planning for tuition and GSRP programming
- Support the development of agenda and co-facilitate reoccurring team meetings

Ensuring a Safe, Nurturing and Educational Environment

- Understand and be able to instruct, guide and coach MiLEAP licensing rules for childcare centers
- Review and ensure posting/sharing of lesson plans for all classrooms
- Provide feedback, coaching, and support to teaching team members, connecting them with Education Support Specialist as needed
- Provide training on ITERS/ECERS/SAERS to ensure high-quality programming in all classrooms

Managing Team Members

- Completing, sharing and updating team member work schedule and daily breakdowns
- Develop and monitor variance plans for tuition team members
- Review, approve/deny and track time off requests of tuition and GSRP staff members
- Create and enforce corrective action plans

Maintaining Regulatory Compliance

- Creating, reviewing and maintaining child and team member licensing files
- Submitting necessary reports, investigations, communications, etc. to MiLEAP and CEO/COO in a timely manner
- Monitoring and updating MiRegistry for employment and professional development requirements for team members
- Ensuring compliance with GSRP implementation manual expectations
- Monitoring classrooms/center through Licensing, CACFP, and ITERS/ECERS/SAERS tools
- Monitoring and maintaining classroom and center inventories of furniture, electronics and consumables

Building Strong Relationships with Families and Community

- Connect with families interested in programming
- Facilitate and complete entire enrollment process (inquiry, tour, paperwork, enrollment meeting)
- Ensuring families are connected to Procure, assisting when needed
- Communicating important events, closures, delays and other important information to families via Procure
- Plan, monitor, report on and attend family events within center, in cooperation with team members
- Represent Early Impressions at local family and community events

Miscellaneous Tasks

- Maintaining inventory of supplies and food for snacks on site
- Picking up supply and food orders as needed

Position Qualifications

- Infant/Toddler or Preschool CDA – Preferred
- At least 2 years of experience teaching in an early childhood setting (ages 0-8 years of age)
- Travel for position-related conferences, meetings, and professional development
- A positive, upbeat, and caring approach to the position responsibilities
- Skilled at being organized and prepared
- Skilled at learning and using multiple forms of technology (computer, copier, tablets, etc.)

Salary & Benefits

- \$16.00 - \$18.00 / hour
- Health, Dental & Vision Insurance and Simple 401(k) Retirement Plan – eligible after respective open enrollment dates
- Paid Time Off (PTO) accrual and Holiday Pay – eligible after 90 probationary period
- Free Child Care for Children 2 years and 6 months and older