

Associate Director for Child Care Center

One of a Kind Progressive Early Education, Lawrence, KS 66047

One of a Kind is a non-profit child care center dedicated to helping children grow and learn. The Associate Director's primary responsibilities are to assist the Director with the center's daily operation. This includes maintaining center-wide compliance with KDHE regulations and other quality assurance matters, providing support to personnel, assisting with enrollment, marketing, and facility operations. The Associate Director assumes the Director's responsibilities in the Director's absence.

Minimum Qualifications:

- Child Development Associate credential
- 1 year teaching in a licensed child care center
- Excellent communication, organizational, leadership, and relationship-building skills
- Hold a valid driver's license

Preferred Qualifications:

- Associate's or Bachelor's degree in Child Development or Early Childhood Education (or related field)
- Proficiency using QuickBooks
- Previous administrative experience

Interested persons who meet the above qualifications should email resumes to oakdirector@yahoo.com