

## **Child Development Center Position**

The Child Development Center is now accepting applications for a full-time position as the Assistant Director starting March 1, 2026. The Child Development Center is a license exempt facility which primarily provides care for children starting at six weeks through six years of age. The Center provides a program to meet the physical, emotional, social, and developmental needs of each child. This role would be assisting the director in overseeing fifty-five college students who teach in the classrooms as well as making sure every child enrolled in the facility's needs are met.

### **Essential Job Duties Include (but are not limited to):**

- Train and supervise student teachers to meet the daily needs of each child in care.
- Ability to have continuous oral and written communication with parents, coworkers, student teachers, and children.
- Create weekly meal plans, take inventory, and place weekly orders for food and supplies, and communicate with kitchen staff to ensure organization and efficiency in the food preparations for the week.
- Create monthly newsletters and flyers to communicate events, closing dates and other essential information to parents.
- Oversee the preschool and toddler curriculums.
- Manage the Center's budget and ensure alignment with the annual spending allowance.
- Oversee immunization requirements assuring each child is on track to meet CDC standards.
- Input tuition cost into billing software, send billing statements to parents monthly, write receipts, track payment history, send tax statements yearly.
- Assist the Director in any task that may arise.

### **Knowledge, Skills, and Abilities:**

- Excellent communication skills, both written and verbal.
- Ability to build trust with children and parents.
- Ability to mentor college student workers.
- Create a positive work environment for all.
- Emotional intelligence and empathy.
- Proficient in MS Office tools, with the ability to learn new computer systems.
- Flexible work schedule and able to adapt to different roles as needed.
- Ability to multitask in a fast-paced environment.
- Maintain a high level of confidentiality.
- Self-starter with excellent problem solving and organizational skills.

### **Required Qualifications:**

- 4-year degree in Child Development or closely related field.
- 2+ years of related experience.
- Exceptional accuracy and attention to detail.

The candidate must demonstrate strong qualities that will represent the five-fold mission of the College through Academic, Vocational, Christian, Cultural, and Patriotic Missions. This position requires a background check. Please submit an application, resume, and two letters of recommendation to Vicki Wrosch in the Business Office, College of the Ozarks, PO Box 17, Point Lookout, Missouri 65726 or e-mail [hr@cofo.edu](mailto:hr@cofo.edu).