

Cathedral Day Care
307 19th Street South
Birmingham, AL 35233

Job Title: Assistant to the Director

Position Summary:

The Assistant to the Director works in coordination with the Day Care Director providing oversight for all programs within Cathedral Day Care. This includes assisting with record keeping, daily operations, and other duties as assigned. The Assistant to the Director plays a key administrative role. They will maintain child and staff files to ensure compliance with the state of Alabama. The Assistant to the Director will handle accounts receivable and payable, internal and external communications, assistance with maintaining proper child to staff ratios, planning special events, and general office management duties. The ideal candidate will foster a warm, inviting, positive, and attractive child care center environment. This candidate should be positive, organized, professional, flexible, and reliable. In the absence of the Director, the Assistant to the Director will ensure Cathedral Day Care's daily operations run smoothly.

Skills/Abilities:

- Strong administrative management, organizational skills, and attention to details
- Excellent interpersonal and communication skills
- Ability to maintain a professional relationship with director, staff, and parents
- Enjoys working with others and is a team player
- Enjoys working with children and their families
- Proficient in Microsoft Office Suite

Education/Experience:

- Associate's Degree required (Early Childhood Education, Child Development, Business, or related subject)
- Bachelor's Degree preferred
- Understands development levels of children 3 weeks to 6 years of age
- Must complete and pass a background check
- Must meet state-required basic health requirements

General Responsibilities:

- Answering the telephone and returning messages as needed

- Monitor main entrance and answer door bell and assist visitors in the building
- Maintains child's records including immunizations and tuition
- Maintains and updates teacher daily schedules
- Ensures child to staff ratio is compliant and may assist classroom staff in maintaining ratio and coverage.
- Maintain confidentiality of program records and administrative information.
- Participate in professional development training as it relates to job responsibilities.
- Maintain appropriate professional relationships with director, staff, and parents.
- Other duties as assigned.

Cathedral Day Care is a wonderful environment to work in with great staff, parents, and children.

Benefits:

- Dental insurance
- Health insurance

Cathedral Day Care

307 19th Street South
Birmingham, AL 35233

Job Title: Administrative Assistant

Job Type: Full-time and Part-time

Qualifications: High School Diploma required, Associate's Degree or Bachelor's Degree preferred

Job Description:

Cathedral Day Care is looking for a professional, organized, and positive office assistant to serve as the Administrative Assistant for the center.

General Responsibilities:

- Answering the telephone and returning messages as needed
- Monitor main entrance and answer door bell
- Assist visitors in the building
- Data entry
- Maintains child's records including immunizations and tuition
- Conducts bank deposits
- Assist the director in maintaining files for all children
- Monitoring inventories
- May assist in running errands and purchasing supplies
- Generating attendance sheets and meal menus for all classes
- Create documents, flyers, and signs for programs and events with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work under pressure
- Maintain confidentiality of program records and administrative information.
- Participate in professional development training as it relates to job responsibilities.
- Maintain appropriate professional relationships with director, staff, and parents.
- Maintain a clean and organized office and lobby.
- May assist classroom staff in maintain ratio and coverage of classroom.
- Other duties as assigned.

Cathedral Day Care is a wonderful environment to work in with great staff, parents, and children.

Benefits:

- Dental insurance
- Health insurance



Cathedral Day Care

307 19th Street South
Birmingham, AL 35233

Job Title: Infant/Toddler Teacher

Job Type: Full-time and Part-time

Qualifications: High School Diploma required, Childcare experience preferred

Job Description:

An Infant/Toddler Teacher will provide a nurturing and safe environment for infants to develop and reach age appropriate milestones. You will demonstrate good judgement in the care and play with each infant assigned to you. You will verbally engage the infants throughout the day in addition to incorporating play activities.

Candidates must have a high school diploma, pass a background check, and become CPR certified.

Cathedral Day Care is a wonderful environment to work in with great staff, parents, and children.

Benefits:

- Dental insurance
- Health insurance



Cathedral Day Care

307 19th Street South
Birmingham, AL 35233

Job Title: Preschool Teacher

Job Type: Full-time and Part-time

Qualifications: High School Diploma required, Childcare experience preferred

Job Description:

A preschool teacher at Cathedral Day Care is responsible for leading classroom activities of young children between the age of three and five. Duties include actively engaging with children to foster a positive and healthy learning environment, conducting student assessments and providing reports and feedback on performance and behavior to parents.

Preschool teachers require at least a high school diploma. Candidates must also pass a background check and become CPR certified. Candidates who perform well in this position enjoy interacting with young children and are patient and supportive toward the learning process. Other valuable attributes include excellent communication skills and a passion for the educational system.

Cathedral Day Care is a wonderful environment to work in with great staff, parents, and children.

Candidates must have a high school diploma, pass a background check, and become CPR certified.

Benefits:

- Dental insurance
- Health insurance