

Position: Academy Assistant Director

Primary Supervisor: Academy Director

Job Location: Academy Offices **Position Type:**

Full-time, Exempt



Summary of Position: The Assistant Academy Director partners with the Academy Director to support the daily operation, administration, and compliance of The Academy. This role helps ensure the center operates in accordance with North Carolina Division of Child Development and Early Education (DCDEE) regulations while fostering a safe, nurturing, and Christ-centered environment for children, families, and staff.

Essential Qualities and Qualifications:

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, mission, and values of Biltmore Church
- A passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proficient in computer skills, including Microsoft Word, Excel, Outlook, and Google Drive
- Proactive and effective communicator in person, on the phone, and by email/text
- Models a spirit of professionalism and a commitment to excellence that reflects Christ in every task, interaction, and environment.
- Ability to maintain confidentiality of sensitive and/or proprietary information
- Prior experience in a licensed child care setting (teacher, lead teacher, or administrative role).
- Demonstrated experience supporting program operations, staffing, or compliance.
- Experience working with multiple age groups preferred to understand developmental stages.

Essential Responsibilities:

Program Operations & Compliance

- Support the day-to-day operation of the center in accordance with DCDEE licensing requirements.
- Help ensure compliance with staff/child ratios, supervision standards, and health and safety regulations.
- Assist in maintaining required records, documentation, and classroom standards.
- Step into classrooms as needed to maintain ratios and ensure continuity of care.

Curriculum & Program Quality

- Support the implementation of a developmentally appropriate and Christ centered curriculum that aligns with North Carolina early learning standards and DCDEE expectations.
- Partner with teachers to ensure lesson plans are completed, age-appropriate, and consistently executed across classrooms.
- Help monitor classroom environments and activities to ensure they reflect strong early childhood best practices in learning, play, and care.

Staff Support & Oversight

- Assist in supervising staff to ensure adherence to DCDEE requirements and Academy policies.
- Support onboarding, training, and ongoing staff development, including required certifications.
- Provide daily guidance and support to teachers, helping maintain a positive and professional environment.

Family Engagement & Enrollment

- Support enrollment processes, including tours and communication with prospective families.
- Serve as a responsive point of contact for families, helping address questions and concerns.
- Help maintain strong relationships that support retention and overall family satisfaction.

Leadership & Administration

- Partner with the Academy Director to ensure smooth daily operations and effective communication.
- Step in to lead the center in the Director's absence, maintaining compliance and operational excellence.
- Assist with scheduling, staffing coordination, and general administrative responsibilities.

Additional Responsibilities

- Maintain a visible, engaged presence throughout the center to support staff and children.
- Demonstrate flexibility by assisting with classroom coverage and operational needs.

- Demonstrate flexibility and servant leadership by assisting with other tasks or special projects as assigned to support the overall health and mission of the Academy.
- Support the mission of Biltmore Church by fostering a caring, safe, and Christ-centered environment.
- Other duties as assigned by the Academy Director