

Assistant Director – Preble Mini Minds

Reports To: Director / Board of Trustees

Location: Preble Mini Minds, Eaton, Ohio

Status: Full-Time

Position Summary

The Assistant Director supports the daily operations, mission, and growth of Preble Mini Minds, a nonprofit organization dedicated to ensuring high-quality childcare, education, and healthy development strategies that strengthen Preble County families and the community. This role helps create a safe, nurturing, and enriching environment for children from infants through school age while supporting families, staff, and community partnerships.

Essential Responsibilities

Leadership & Operations

- Assist with daily center operations to ensure smooth, efficient, and mission-driven programming.
- Serve as acting Director in the Director's absence.
- Coordinate classroom staffing, ratios, schedules, and coverage.
- Support strategic goals, enrollment growth, and continuous improvement efforts.
- Foster a positive workplace culture built on teamwork, accountability, and respect.

Staff Supervision & Development

- Assist with hiring, onboarding, and retention of qualified staff.
- Provide coaching, mentoring, and performance feedback to teachers and support staff.
- Promote professional development and ongoing training.
- Model professionalism, strong attendance, and collaborative leadership.
- Provide staff coverage as needed.

Program Quality & Child Development

- Support implementation of developmentally appropriate curriculum focused on language, literacy, math, science, social-emotional growth, and physical development.
- Ensure classrooms reflect a fun, active, and engaging learning environment.
- Promote relationship-based care, continuity, inclusion, and kindergarten readiness.
- Support the use of Conscious Discipline practices to guide behavior and build emotional skills.

Licensing, Safety & Compliance

- Help ensure compliance with Ohio Department of Children and Youth licensing standards.
- Monitor attendance, ratios, child files, staff records, and required postings.
- Support health, sanitation, security, and emergency preparedness procedures.
- Assist with inspections, audits, and corrective action plans.

Family & Community Engagement

- Build trusting relationships with families through responsive communication and support.
- Assist with tours, enrollment, orientation, and retention of families.
- Help strengthen partnerships with local schools, employers, and community organizations.
- Represent the organization positively in the community and at events.

Administrative Responsibilities

- Assist with billing, enrollment records, enrollment software, tuition support, and data entry.
- Help manage supplies, purchasing, and operational needs.
- Prepare reports and documentation as needed.

Qualifications

- Associate's or Bachelor's degree in Early Childhood Education, or related field preferred.
- Minimum of 2 years experience in licensed childcare or early education.
- Supervisory experience preferred.
- Knowledge of Ohio childcare licensing regulations preferred.
- Strong leadership, communication, and organizational skills.
- Experience working with youth and willingness to be coached.
- Must pass criminal background check and meet health requirements.

Core Values Alignment

Candidates should demonstrate commitment to the organization's values of:
Community, Honesty, Empathy, Excellence, and Respect.

Why Join Preble Mini Minds

- Opportunity to make a lasting impact on children and families in Preble County
- Mission-driven nonprofit leadership role
- Collaborative board and team environment
- Growing organization focused on community needs and educational excellence

