

PLC Job Posting



Learning Center Assistant Director

Job type: Part – time

Pay: \$12:50 - \$14.00 per hour

Education: Associate preferred

Experience: Child care – 5 years (preferred)

Location: Houston, TX 77064

Duties:

- Work requires the use of standard technical skills appropriate to the work environment of the organization, including data entry, receptionist duties, customer service, word processing and general clerical duties.
- Strong written and verbal communication skills in communicating with other staff, parents, and DMC students and faculty and in modeling appropriate language, vocabulary, and writing for children.
- Communicate with families with a shared desire to provide the best care and education for their children
- Create and maintain positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners
- Assist with driving business results, increase the school's presence in the community, growth of new families and children in our centers
- Complying with State Minimum Standards, host parent tours, manage enrollment, and all aspects of running an exemplary program

Required Skills and Experience

- Ability to build relationships with families and staff
- Create a dynamic environment where play and discovery hand in hand
- Outstanding customer service skills, strong organization skills, and the ability to multi-task and manage multiple situations effectively
- Strong computer skills

Benefits Offered-

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- Paid time off
- Holiday pay

Working days:

- Monday- 9:00AM- 6:00PM
- Tuesday- 8:00AM- 1:00PM
- Wednesday 9:00AM- 6:00PM
- Thursday- 8:00AM- 1:00PM
- Friday- 8:00AM- 1:00PM

Please call **713-459-1190** to schedule an interview.