Preston Meadow Lutheran Preschool Job Description

Position: Assistant Director of Preschool
Reports to: Director of Preschool
Pay: Salary, $______/year, benefits not included

**PRIMARY PURPOSE:**
Assist and support the Director with the overall Preschool management to promote the development of each child’s spiritual, physical, social, emotional, and cognitive development in a nurturing, Christ-like environment. Assume Director’s responsibilities in the Director's absence.

**Responsibilities** will include, but are not limited to, the following:

**PROFESSIONALISM**
- Be a team player who establishes positive, respectful and professional relationships with children, parents, colleagues, church members, church staff, and the child care community.
- Support and uphold Preston Meadow Preschool’s (PMP) policies and philosophy to parents, co-workers and the community. Ensure staff understands and adheres to PMP policies, procedures and philosophy.
- Maintain confidentiality about issues regarding staff members, children, families, PMP management, church council, and church staff.
- Show respect for individual differences including learning styles, cultural differences, point of views, and individual preferences.
- Model conflict resolution by communicating directly with individuals involved and collaborating to develop solutions.
- Continue professional growth by attending courses, workshops, asking for feedback and reading professional literature.
- Demonstrate knowledge of ages and stages of development. Demonstrate flexibility and openness to new ideas in child care practices, and under the Director’s guidance develop implementation plans.
- Deliver constructive feedback to others that develops them as individuals.
- Keep the Director regularly informed on issues regarding the Preschool.

**FACULTY RESPONSIBILITIES**
- Participate in recruitment and the orientation of new staff members.
- Assist the Director in planning daily staffing schedules.
- Assist in observations of classrooms and collaborate with Director to develop action plans. Under the guidance of the Director, evaluate classroom curriculum and environment to ensure that it meets the guidelines set by PMP to support the child's spiritual, physical, emotional, cognitive, and social development.
- Ensure all staff is following PMP Discipline Policy and performing all duties and responsibilities outlined in their job descriptions.
- Provide support and resources for staff on program development; assist in guiding and supervising staff through the process of communicating sensitive issues to parents and locating appropriate services for referral.
- Support and sustain positive morale of the staff. Assist in planning team building opportunities for staff members. Participate and assist in planning center meetings, events, and training sessions.
PARENT RESPONSIBILITIES

- Be accessible and available to parents every day and respond promptly with respect, sensitivity, interest and cooperation to their concerns.
- Keep Director informed of parental concerns and issues.
- Support Director in establishing and sustaining a sense of community through parent involvement and promoting parent retention.
- Serve as a resource for families offering articles, parent’s boards, newsletters and community contacts.
- Assist in planning and leading center events, parent training and educational programs.

HEALTH AND SAFETY

- Adhere to and ensure that all staff understand and follow all health, safety, and emergency care protocol and sanitation guidelines.
- Demonstrate the ability to remain calm and follow PMP Emergency Care Plan in the event of an emergency.
- Supervise faculty in documentation of all accidents and notify parents and Director in a timely fashion.
- Follow state regulations regarding incidents of abuse or neglect.
- Assist and support Director with monitoring the maintenance of facility, equipment, and supplies to ensure safety and in good repair.

MARKETING

- Support Director in efforts to increase and maintain enrollment in the center.
- Conduct professional and thorough parent tours.
- Assist Director with follow up of all phone messages and center inquires within 24 hours.
- Help market program in community through participation of center marketing events.
- Assist Director in maintaining, updating and utilizing center wait lists.
- Under the guidance of Director enroll families and assist in orienting new families in center by reviewing center policies, procedures, and philosophy.
- Assist Director in ensuring that center grounds, classroom, and office areas are clean, attractive and inviting.
- Prepare and have readily available registration and enrollment information for families. Assist the Director with yearly registration drive.
- Ensure that all paperwork is complete before families begin enrollment. Regularly maintain and update children’s files.

FINANCIAL

- Under Director’s guidance collect and record tuition payments, bill families and access additional charges.
- Under Director’s guidance manage center purchases to maintain center budget.
- Assist in processing and submitting payroll when necessary.
- Keep a regular inventory of needed supplies, and inform Director for proper supply purchases.

PHYSICAL DEMANDS

- Model professional work ethic by reporting to work on time and maintaining consistent attendance. Arrange and communicate absence in advance.
- Demonstrate flexibility with the work schedules and assignments as needed to meet the needs of the center. Must be able to open or close the center on a daily basis.
- Follow state, federal and PMP guidelines including immunizations, employment physical and required safety and health training.
- Refrain from being under the influence of any legal or illegal substances that may impair judgment, alertness or responsiveness.
• Ensure children’s safety while performing the following job functions: frequently lift, move or hold children with range of weight from 10 to 50 pounds (on occasion perform these tasks for a child weighing more than 50 pounds).
• Demonstrates a full range of motion to lift, reach, squat, climb, sit or otherwise full participate in activities.
• Respond immediately and appropriately to multiple or unexpected situations or emergencies.

REQUIREMENTS

• Must have a love and willingness to serve children and their families. Support and cultivate a Christ-like environment that supports the Preschool’s mission.
• Demonstrate outstanding written and oral communication and organizational skills.
• Must be at least 21 years of age.
• Meet federal as well as individual state requirements (i.e., TB test, physical, criminal background checks).
• Preferred educational requirements - related degree (Masters, Bachelors, or Associates) in Child Development, Early Childhood Education, Child and Family Studies or related field or Child Care Certificate or Credentials.
• A minimum of 2 years, verifiable experience in a licensed child care center or family day care home or supervised teaching practicum is preferred. Supervision of staff experience is preferred. We cannot consider babysitting, nanny experience or volunteer work as a child care experience.
• Must be willing to obtain CPR and First Aid Certification within 3 months of employment.
• Demonstrate knowledge and ability to lead staff in implementing a developmentally appropriate curriculum.
• Demonstrate the ability to manage multiple priorities and complete assigned tasks in a timely manner.
• Must be computer literate (MS Office), and demonstrate the capacity to understand center financial duties.
• Demonstrate the social skills necessary to relate to a variety of people, remaining positive even under stressful situations.
• Must acquire 24 training hours per year as required by the DPFS.

EXCELLENCE is not the goal: it is the STANDARD

Assistant Director’s Acknowledgement of Job Description

I have read, understand, and can perform all duties contained in the job description. I understand that I will be responsible, as directed by the Director, for all children and staff in the Preschool during the Director's absence. I also understand that I may have other duties assigned to me by the Director.

________________________________________________________________________
Asst. Director’s Signature / date

________________________________________________________________________
Director’s Signature / date