

Job Description



Position: Assistant Director

Classifications: Full Time, Weekday Staff, Non-Exempt

Reports To: Weekday Director and Teaching Pastor

Evaluation Due: Annually by Supervisor

Supervises: As Assigned

Physical Demands: Requires prolonged sitting, some bending, stooping, stretching, standing and lifting-up to 40 pounds frequently. Requires hand-eye coordination and manual dexterity sufficient to operate office and classroom equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work in childcare environment, involving contact with classroom members, parents, staff and the congregation. Work requiring deadlines and with multiple interruptions and may be stressful at times, and may involve dealing with angry or upset people.

Regular schedule is eight (8) hours, Monday through Friday as scheduled.

Staff Liaisons: As directed by Supervisor.

Job Objective

Responsible for co-leading our five star rated Weekday Education Ministry program consisting of full care and half day programs with a total of 16 rooms, nearly 180 children and a staff of 50 that is theologically sound, educationally and developmentally appropriate and professionally operated. Assists with creating and maintaining an environment where children have the opportunity to grow spiritually, emotionally, socially and mentally based on individual capabilities and needs.

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Qualifications

- A commitment to Christian Weekday Education.
- Graduate of an accredited college or university with a major in early childhood education, child development, or other closely related field. Must have at least Level III North Carolina Administration Credential or equivalent, and experience in accordance with the guidelines for maintaining a 5 star rating.
- Strong leadership skills with the ability to articulate vision and mission of the program to current and prospective families, staff, and the community.
- Skills to resolve conflict and emotional maturity to be an efficient supervisor of personnel and liaison to parents.
- Excellent written and oral communication skills with ability to manage web content and marketing materials.
- Experience in early childhood education in a preschool setting.
- Technical skills including MS Office Suite (Word, Excel, Power Point, SharePoint), website design and maintenance, Adobe, online document management, social media, and file sharing environments.

Duties and Responsibilities:

Supervisory

1. Expectations:
 - a. Act on behalf of the Director when the director is not present to handle emergencies and staff situations.
 - b. Forms effective working relationships & rapport using both verbal and digital communication with classroom members, their family, congregation members and staff.
 - c. Keeps all conversations with parents professional and positive about the school.
 - d. Respond promptly to requests and questions from parents and staff whether in person, by phone or by email.
 - e. Confidentiality: Maintains strictest confidentiality in all situations that involve sensitive information about classroom members and their family.
 - f. Attends training sessions and maintains the required number of training hours.
2. Staffing:
 - a. Plan staff assignments to maintain proper ratios and plan appropriate staffing for breaks.
 - b. Assist Director in ensuring staff follow guidelines regarding playground/gym supervision.
 - c. Assist Director in hiring and training new staff members.
 - d. Conduct regular class observations

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Supervisory (cont.)

3. Assists in the Classroom:
 - a. Keeps the Director informed of equipment and materials that need to be repaired or replaced.
 - b. Interacts with classroom members and models appropriate behavior (including lunchtime and outside time).
 - c. Disciplines children appropriately using PBC's discipline policy.

Admissions/Enrollment

1. Process new student registrations and maintain current rosters.
2. Schedule tours and answer questions by phone and in person with potential parents in the Director's absence.
3. Keep admissions folders stocked.

Administrative

1. Properly maintain staff files:
 - a. Ensure that new staff members have submitted all required paperwork.
 - b. Maintain required state staffing records (training hours, background checks, First Aid/CPR certification).
 - c. Alert staff when they need to attend trainings, update state paperwork, etc.
4. Maintain student files and update student-related records, such as immunizations, incident reports, fire drills and attendance.
5. Work on special projects as assigned by the Director.
6. Enter and update Member Hub information.

Facility and Safety

1. Complies with all NC health, safety, sanitation and licensing requirements as well as Providence policies and procedures.
2. Supervise monthly playground check and maintain records.
3. Make sure required supplies are well-stocked. (detergent, Vo Ban, etc.)
4. Contact Facility Manager with repair and maintenance requests in absence of the Director.
5. Thoroughly check rooms on a monthly basis to ensure teachers are meeting health and sanitation requirements, paying special attention to areas of past violations.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.

I have read the above and agree to its provisions.

Accepted By: _____ Date: _____

Copy: Employee, Supervisor, Administrator, Pastor, Personnel Chair