

JOB TITLE: Assistant Director
DATE: 10/22
REPORTS TO: Executive Director
DEPARTMENT: Cornerstone Methodist Church Preschool

FUNCTION/OVERALL OBJECTIVE:

To assist the Executive Director in the management of all facets of Cornerstone Preschool within the philosophies and policies of the church.

GENERAL RESPONSIBILITIES AND AUTHORITY

DUTIES:

- Assists the Executive Director in the administration of the day-to-day operation of the program in keeping with its policies and philosophies.
- Know and maintain all Texas Health and Human Services licensing standards.
- Meet with the Preschool Board, prepare reports, provide information, act as resource person and help fulfill the functions of the Board in absence of the Director.
- Meet with other church groups as needed, requested, or required to ensure best cooperation between all church programs with Preschool.
- Keep and maintain all required employee and training records of staff.
- Keep abreast of new research and developments in education and child development, maintain a professional library and participate in related professional and community organizations.
- Coordinate planning and equipping space, indoors and outdoors, keeping an inventory of equipment and supplies, supervise maintenance, repair, and replacement as appropriate.
- Check on cleaning and care of weekday areas.
- Assist Executive Director in recruiting, interviewing, hiring, supervising, training, evaluating, and terminating personnel in the best interests of the program.
- Assist Executive Director in planning and conducting staff meetings and reporting in areas designated.
- Assist in review of Staff and Parent Handbooks annually or when updates are needed.
- Be available to teachers to assist with classroom management, parent involvement and areas of concern.
- Assist Executive Director in planning and implementing ways for staff to meet requirements for in-service and professional growth training.
- Help plan and prepare Inservice, including scheduling speakers and organizing meals.
- Conduct safety drills and document as needed.
- Conduct annual evaluations of teachers and review with the individual teacher in absence of director.
- Assist in the enrollment of children in compliance with program policies.
- Assist Executive Director in arranging interviews with parents of prospective students, including tours, classroom visits and any other information that is required.
- Assist in orientation for families.
- Manage social media communication to keep parents and community informed on school activities and upcoming events.

- Provide parents with an opportunity to volunteer and be involved with the Preschool program. Keep the volunteer program strong giving parents many opportunities to be involved.
- Be available to counsel with parents.
- Work together with the preschool and church through fundraising and grants to accomplish the finances for planned playground updates and improvements or other needs that need to be met financially in absence of director.
- Work with church for grants to help fund accreditation, special needs, staffing, etc.
- Support the Executive Director in annual responsibilities such as class placements, setting the school calendar, budget and other areas as deemed necessary by the Director.
- Assist the Executive Director in the annual registration process.
- Work in conjunction with the Executive Director to make sure teacher and substitute records are completed and, in the files, (verifying that TB, CPR and First Aid, and criminal history checks are current and recorded).
- Organize staff files and oversee the logging of training hours.
- Assist with school publicity and parent communication.
- Keep staff committees organized and functioning at their best.
- Know what is happening in classrooms by establishing a relationship, which allows your presence comfortably.
- Be prepared for fire, health and other inspections on time and help oversee any corrections needed.
- Be aware of children with special needs and adapt the program when possible and refer to appropriate agencies as necessary.
- Know community resources when referral is needed to help families with physical or emotional problems.
- Be able to explain the weekday program to groups within the church and community.
- Know community resources that will enrich the curriculum and provide sharing experiences among children and community.
- Participate in community events which highlight advocacy for children and families.
- Notify the Executive Director as soon as possible when unable to be at school.

RESPONSIBILITIES:

The Assistant Director is responsible for assisting in the operating the school within the guidelines mandated by state law for all licensed daycare centers. These include staff selection and training, state inspections, building usage and maintenance problems, children’s welfare and safety as well as, overseeing the programs and daily activities of the school.

LEVEL OF SUPERVISION:

The Assistant Director reports directly to the Executive Director.

LEVEL OF POLICY DECISION:

The Assistant Director can recommend policy changes and may be asked to help in the implementation of new policies that are within the guidelines of the Church and Preschool. Any policy changes that will alter this structure should be presented to the School Board for approval.

RELATIONSHIPS/MANAGEMENT:

The Assistant Director must be able to interact with the Executive Director, preschool staff, Church Pastor, the Preschool Board or Directors, finance committee, students and their families, church committees, Cornerstone UMC Church Council and all church programs.

STAFF:

The Assistant Director will assist the Executive Director in leading the Preschool staff and must be a good role model professionally and personally.

OUTSIDE CORNERSTONE Methodist Church:

The Assistant Director must work well with many people outside the Cornerstone staff including: parents, licensing representatives, fire and health inspectors, community groups, prospective parents, other church school staff and directors, public school officials, community resource people, sales representatives, and prospective employees.

PERSONAL REQUIREMENTS/EDUCATION:

The Assistant Director must have a Bachelor's degree (preferable in education or business) and experience in Early Childhood education or CDA certification that meets the state licensing requirements. The Assistant Director must maintain a high level of confidentiality.

EXPERIENCE:

The Assistant Director must have a minimum of four years of experience working in a licensed daycare center or accredited elementary school. Must meet state licensing requirements for criminal history check and state approval. Must have the ability to manage both people and resources efficiently and graciously.

TRAINING:

The Assistant Director must complete a minimum of 32 hours in Early Childhood Education each calendar year, in addition to CPR & First Aid.

PHYSICAL REQUIREMENTS:

The Assistant Director must pass a Tb screening at the time she is hired. Must also be cleared by personal physician to have the good health to work in a physical capacity with young children.

PAY STATUS:

The Assistant Director's salary is paid monthly and salary is set annually by the Executive Director.

Signature: _____ **Date:** _____