



Weekday Preschool Assistant Director Job Description

The responsibilities include, but are not limited to the following:

1. Center Responsibilities

Duties consist of assisting the director in running the day-to-day operations of the center and substituting for the director when necessary. The assistant director should understand and comply with the center's rules, as well as state and federal laws and regulations, maintain records of the building's administration in accordance to federal, state and local laws. The position prepares summary reports for the center and processes inspection and accident reports. The assistant director should be familiar with the procedures of reporting suspected child abuse to Child Protective Services. Also, the position will manage all issues and concerns from parents/guardians, conduct parent (guardian)/teacher conferences and provide center tours with parents/guardians.

2. Curriculum Responsibilities

The assistant director will supervise the curriculum set forward by the director and encourage teachers to enhance lessons taught to be more beneficial to the students. To coincide with the preschool's curriculum, the assistant director may plan school field trips and programs that are not only fun for children but also educational.

3. Supervisor Responsibilities

The assistant director will be a secondary supervisor for the preschool's teachers and staff, with the primary supervision being that of the director. The assistant director may conduct interviews, as well as hire and terminate staff when necessary. The position should maintain files of all employees at the preschool and monitor and observe staff performances and appearance. The assistant director can contact substitute staff when needed, organize staff shifts, coordinate meetings, teach training sessions and take daily attendance rosters.

Requirements

1. Spiritual

Due to the Weekday Preschool being a part of a ministry of Second Baptist Church, the assistant director must be a Christian and active in their church.

2. Education and Employment

The individual must possess a Bachelor of Arts or Bachelor of Science degree in early childhood or in a related field and have a minimum of 3 to 5 years of experience in a preschool or early childhood environment. Supervisory experience is preferred. The position also should be willing to participate in continuing education.

3. Licensing

Assistant Director Certification is preferred. The applicant must be CPR and First Aid certified or has the ability to obtain CPR and First Aid certification within six months of employment as the assistant director. The position must also obtain and maintain a current food handler's license.

4. Computer Skills

The applicant must be able to perform a variety of computer-based tasks to include but not limited to creating spreadsheets, preparing power point presentations, ability to calculate payroll data such as time worked, leave time, and pay differentials as needed. Also, the assistant director must be able to create documents, maintain calendars and track deadlines.

5. Other requirements

The person must have physical strength to lift and carry children and other items weighting up to 50 lbs. and have the use of arms, hands, legs and feet without any problems. The individual must be a self-starter who has the ability to make good judgments for the sake of the center, and is reliable and trustworthy. The assistant director must also possess customer service skills such as handling telephone calls. Having experience in crisis situations is a plus. The potential candidate must be able to pass a background check and fingerprint clearance.