Hilliard
United Methodist Church
God Loves You No Matter What

JOB DESCRIPTION: Preschool Assistant Director

Hilliard United Methodist Church, 5445 Scioto Darby Rd., Hilliard, OH 43026

The Preschool Assistant Director is a full time position during the academic school year. During the summer months the position will be part-time with increasing hours over the summer months, accumulating in full time once September arrives.

General Purpose: The Assistant Director is responsible for assisting in the management of the preschool as designated by the Administrator. Under the direction of the Administrator, the Assistant Director will manage the day-to-day operations of the preschool office. In addition to maintaining all records, supplies, and books in the library, they will be the first responder when teachers have a need in the classroom or parents have a question about paperwork or billing. The Assistant Director will be prepared to assume all responsibilities of the Administrator in their absence.

Supervision: The Assistant Director will be supervised by the Preschool Administrator.

Minimum Requirements

- Bachelor's Degree in any field with courses in Child Development or an Associate Degree in Early Childhood Education is preferred.
- Computer literacy and knowledge of data entry
- Good interpersonal skills
- Well organized and flexible
- Completed one full year of working directly with preschoolers in a licensed child care center or similar setting

Main Job Tasks and Responsibilities

- Manage the day-to-day operations of the preschool office, including answering phones, processing paperwork and answering the door.
- Create a warm, hospitable, safe and positive learning environment for all students, families, and staff.
- Assist teachers when a need arises
- Maintain all student and personnel records and paperwork for the Preschool
- Communicate with preschool families continuously throughout the school year to keep up to date student medical forms to meet state requirements
- Maintain preschool library
- Stock and manage all supplies
- Manage volunteers to help support the work of the Preschool

- Conduct tours and provide interested families with information about our program
- Willingness to learn and adapt to the preschool language spoken within the classrooms, and to educate themselves on appropriate practices used within the preschool
- Growing in their knowledge of child development
- Willing to work within the classroom as a teacher when needed.
- In an effort to provide an educational, nurturing, and safe environment for all children, families, and staff, work with the director to ensure that all policies and procedures are done in accordance with the Ohio Job and Family Services policies and procedures, as well as the Ohio Early Learning Standards set forth by Ohio Department of Education
- Partner with Administrator on special programs
- Partner with Administrator and Financial secretary regarding tuition collections
- Assumes all administrator responsibilities and duties in the absence of the Administrator
- Participate in continuing education

* OVERALL EXPECTATIONS:

- The goal of Hilliard UMC Preschool is to provide an environment that offers a developmentally appropriate, hands-on curriculum which strives to meet the individual needs of each child. The assistant preschool director will need to exhibit a high degree of excellence when working with teachers, administration, families and the preschool children we serve.
- In collaboration with the team, every staff person at Hilliard UMC Preschool is expected to utilize their particular strenths for the greater good of the Preschool.

I have read and I understand this job description.

Signature:_____ Date:_____