POSITION:
Title: Preschool Assistant Director - Quivira
Type of Position: Part Time with Benefits – Exempt

JOB SUMMARY:
The Preschool Assistant Director supports Colonial’s spiritual and educational philosophies. Responsible mainly for assessing children's developmental levels and kindergarten readiness, providing staff support in the guidance of the children and curriculum development, and providing spiritual support and direction to the staff.

WORKING RELATIONSHIPS:
Reports to: Preschool Director
Teams with: Preschool Director, Administrative Assistants, Events and Purchasing Coordinator, and Teaching Staff
Works Cooperatively with: Mornings for Moms and Colonial Children’s Ministries Staff

ESSENTIAL DUTIES/RESPONSIBILITIES:
1. Assist in the classrooms in the following ways:
   a. Form positive relationships with the staff and acts as a model for them professionally and spiritually.
   b. Mentor new teachers to assure they are properly trained and acclimated.
   c. Support staff in handling and dealing with student behavior problems in the classroom. Attend staffing meetings with parents if necessary. Keep the Director informed regarding all such situations.
   d. Provide direction for the lead teachers as needed in their planning of developmentally appropriate curriculum/activities and learning centers.
   e. Assist the Director in evaluating monthly lesson plans submitted by staff. Make suggestions as necessary for improvement and/or enhancement of activities planned.
f. Is knowledgeable about the center’s staff, parent and children’s resources in order to provide suggestions for planning.
g. Work with the Director and teachers as needed in planning appropriate classroom design and layout.
h. Assist as needed in preparing staff for Parent/Teacher conferences.
i. Supervise the compilation of and check portfolios.
j. Observe and assist regularly in the classrooms.
k. Assess kindergarten readiness for our four-year olds. Communicate regularly with the Enrichment and classroom teachers regarding children's developmental abilities and progress.
l. Assist the Director in planning and facilitating a Kindergarten Readiness workshop for parents in the fall.
m. Schedule and facilitate CTG and vision and hearing screenings. Enlist additional staff to assist if needed.
n. Maintain professionalism and confidentiality regarding individual children, parents and staff in all situations.
o. Work closely with Director in supervision of all staff and inform the Director of any pertinent situations/concerns/Joys.
p. Assist in assigning children’s classroom placements on an annual basis.
q. Oversee and maintain teacher resources, including book, audio, and visual libraries.

2. Assist in preparing annual class schedules for MIF, music, art, and playground
3. Assist the Director in planning and facilitating a Parent Orientation meeting at the beginning of each school year.
4. Assist in planning and facilitating the staff retreat every year.
5. Assist the Director and Events Coordinator in facilitating special events such as:
a. Mom’s Day and Dad’s Night
b. Annual Christmas Program and Reception
c. Book Fair
d. End of Year Celebration and Graduation
e. Fun Day
f. School Worship Services
g. Thanksgiving Feast
h. Visits from community helpers or special guest

6. Provide encouragement and praise to the staff on a regular basis
7. Assist the Director in assessing and updating curriculum as needed.
8. Assist the Director in planning and facilitating monthly staff meetings.
a. Assist in ascertaining staff needs for in-service training on specific topics at monthly staff meetings.
b. Assist in providing devotionals or spiritual enrichment at meetings.
9. Attend all required professional meetings.
a. Quarterly Preschool Advisory Board meetings.
   1) Assists the Director in set-up and clean-up for the meeting.
b. Monthly Preschool Director’s Meeting.
10. Assist in planning and supervising year-end inventory day.
12. Assist in assuring that the classrooms are prepared each week for Sunday programming needs in the classrooms. View the Children’s Ministry staff members as co-workers on a unified ministry team promoting spiritual guidance and education for young children and their families.

13. Work with other Colonial church employees and maintenance staff in a cooperative manner as part of a unified team.

14. Attend the CECA August conference, or 2 CECA weekend workshops

15. Comply with all the requirements and guidelines set forth both in this job description and in the Staff Guidebook.

**JOB SPECIFICATIONS / COMPETENCIES / GIFTS:**

1. Commitment to our Lord and Savior, Jesus Christ, and the desire to incorporate that faith into each day of the program. Ability and desire to provide spiritual leadership to the staff.

2. A degree in Early Childhood Education, or a related academic discipline, or Child Development Associate Credential and 1 year of teaching experience required. Must have State Program Director’s Approval for up to (at least) 24 Children.


4. Complete 16 hours of professional training annually.

5. A medical release indicating clearance to work with children and current TB test (within the last year).

6. Strong knowledge of developmentally appropriate curriculum and techniques.

7. Ability to relate joyfully and sensitively to children.

8. Strong written and verbal communication skills.

9. Strong interpersonal skills; ability to build strong and positive relationships with staff and parents. Ability to work cooperatively with all church staff and supervisors.

10. Enthusiastic and outgoing personality, exhibiting energy and leadership.

11. Strong organizational skills and attention to detail. Ability to prioritize responsibilities.

12. Ability to problem solve in a variety of programming, staff and parent situations.

13. Time commitment: 40 hours per week for 47 weeks, plus monthly staff meetings and other special evening events and meetings.

**WORKING CONDITIONS:**

Office and classroom environments. Frequent interruptions from staff with resultant change of focus. Requires ability to prioritize and accomplish tasks despite numerous distractions. Must be able, in case of an emergency, to pick up and carry a child of up to 40 pounds.
APPROVAL:

H.R. Approval  _________________________  Date ___________

Senior Director Approval  _________________________  Date ___________

Supervisor Approval  _________________________  Date ___________