

## **Faith Baptist Church Preschool**

### **Position Description: Assistant Director**

#### **I. Work Hours:**

Tuesday, Wednesday, Thursday, 0815-1415, 6 hours per day  
Starts two weeks before teachers report and ends two weeks after teachers last workday, Mid-August to Mid-June

#### **II. Qualifications:**

1. Is a Christian and attends Faith Baptist Church or a church of like doctrine and practice
2. Has completed all the required Ministry Safe screening prior to be hired, and undergoes follow up screening
3. College courses related to early childhood education are preferred, or associates or bachelor's degree recommended
4. First aid and CPR certified, or willing to obtain certification prior to the start of the school year
5. Has experience that shows the ability to perform the duties of the position
6. Be mentally and physically capable of caring for a large group of children
7. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70 lbs.

#### **III. Duties, Responsibilities, Expectations:**

1. Reports directly to the Faith Baptist part-day Preschool Director
2. Provides general support to director and teachers
3. Is available to occasionally work outside of the normal school hours
4. Substitute for the preschool director in the event of illness, leave, or vacation
5. Occasionally runs an errand outside of school hours for school purposes
6. Supply orders and shopping
7. Is enthusiastic and self-driven
8. Possess a strong work ethic and has minimal absences
9. Interact with parents daily and speak with them about their child(ren)
10. Supports preschool teachers with curriculum, classroom set-up/take down, and day-to-day student activities
11. Regularly prays for students and their families
12. Participates in school activities
13. Ability to maintain open communication with families and staff demonstrating Christian values
14. Be willing to teach in a classroom if teacher is out for the day
15. Maintains a positive attitude and learning environment for children ages one to five
16. Must attend cleaning, teacher training days, and workdays
17. Adheres to policies and procedures as outlined in the Teacher's Handbook
18. Handles paperwork functions in the office
19. Assist the Preschool Director in the hiring, monitoring, evaluating, supporting, coaching, and disciplining of the staff
20. Collect tuition, help enroll children, help with budget, and keep receipts/ records as needed

21. Handle inquiries and school tours according to policy
22. Always maintain a professional self-image and project the values of the organization

#### IV. Physical and Environmental Demands:

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel
3. Ability to speak, hear, smell, and exercise visual acuity