



## Preschool Assistant Director

### Job Description

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The Preschool Assistant Director assists in shaping the program by leading, coordinating, developing and maintaining a quality early childhood program. They must remain current on the trends and offerings that are relevant to the age group in regards to teaching, curriculum, and early childhood development.

### General Responsibilities

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The position of Preschool Assistant Director is full-time and includes benefits.

### Key Tasks and Responsibilities

- Overall management of preschool facility, staff and students when Director is absent.
- Make sure all personnel records accurate and up to date in regards to state standards
- Fulfill all licensing requirements as set by the State of Nevada including initial trainings, background check, and maintaining membership in the Nevada Registry
- Responsible to assist in all employees scheduling, including staff vacation and obtaining coverage for sick time.
- Facilitates tours for prospective families, which includes reviewing school policies, procedures, registration packet, and child assessments.
- Provide curriculum review and assist teachers in lesson planning.
- Review student assessments and maintain a referral system for children with special needs and/or behavioral problems
- Assist in planning and conducting regularly scheduled staff meetings.
- Investigate and document all accidents/injuries; follow up as needed
- Investigate and document all incident reports and follow up with Director, teachers, and parents. This includes saving video footage and documenting all correspondence.
- Assist in daily supervision of staff; keeps director apprised of staff concerns and situations needing attention; provides performance input to the director.
- Assist with staff recruitment efforts, interviews, hiring, training and evaluation process, including taking advantage of appropriate opportunities to spiritually train and lead staff
- Ensure compliance with all federal and state laws, as well as employee handbook, standard operating procedures, health district guidelines, and OSHA safety standards.
- Enhance school via social media presence, parent trainings and fellowships, staff trainings and fellowships, and partnership with church ministries.
- Candidates should be competent in handling multiple priorities and addressing typical issues which arise in a preschool setting among staff, children, and parents.

## Minimum Requirements

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### Spiritual and Personal

- Strong personal relationship with Christ
- Ability to share testimony and provide spiritual encouragement and guidance to others
- Baptized by immersion
- Active member of a Shadow Hills Church (or willing to become a member within 6 months); regular giving and tithing to the Church
- Maintain a life of personal and spiritual development and accountability.
- Refrain from any social or private behavior considered or interpreted as unbecoming of a devoted follower of Christ. This includes personal social media presence.
- Passion for serving the church and community.
- Willing to counsel parents and staff through personal issues; comfortable praying with staff and families.

### Professional

- Associates or Bachelor's Degree in education related field
- Meet the State of Nevada qualifications and maintain Nevada Registry membership.
- Minimum of two (2) years of experience in an education setting, preschool setting preferred
- Administrative experience (2) years (preferred) overseeing staff
- Leadership ability, including conflict management
- Excellent communication skills
- Ability to problem-solve and multi-task
- Ability to learn new database programs, as well as be proficient in technology such as Microsoft office.
- Mac and PC proficient

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

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Preschool Director

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Date

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Preschool Assistant Director

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Date