Preschool Assistant Director

Job Description

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

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

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.