

Columbia Academy

Job Description

Preschool Assistant Director

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: PRESCHOOL ASSISTANT DIRECTOR
REPORTS TO: PRESCHOOL DIRECTOR
PAYROLL STATUS: HOURLY NON-EXEMPT, FULL-TIME, TWELVE MONTH
TYPICAL HOURS: 7:30 – 3:30 WITH A 30-MINUTE LUNCH BREAK

PURPOSE AND SCOPE OF THE POSITION

The Preschool Assistant Director reports to the Preschool Director and assists in the overall operation of the Columbia Academy Preschool. The Assistant Director will handle human resource matters and work with the director in maintaining a positive, child-centered environment.

MAIN RESPONSIBILITIES AND JOB TASKS

1. Help the Preschool Director in planning and implementing staff development.
2. Aide the Preschool Director in monitoring staff and children to ensure that the preschool is in compliance with all Department of Education regulations at all times.
3. Communicate with parents and visitors personally, as well as via phone and email.
4. Greet and assist parents and students during arrival and departure times.
5. Manage day to day operations in accordance with the established policies and procedures in the absence of the Preschool Director.
6. Coordinate business matters with the Business Office including making deposits, submitting check requests, collecting and submitting bi-weekly timesheets.
7. Monitor and maintain inventory in the Preschool Resource Room, including ordering and picking up supplies.
8. Maintain up-to-date student data in RenWeb including class rosters, extended day list and allergies list.
9. Send emails, newsletters and upcoming event notifications to parents.
10. Monitor that each teacher has submitted their weekly lesson plan
11. Help coordinate the after school program.
12. Coordinate substitute teachers when needed
13. Assist teachers in the classroom and assist students with bathroom breaks when needed.
14. Perform other duties as assigned by the Preschool Director.
15. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Assistant Director shall
 - Have earned a college degree
 - Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
 - Have good leadership skills, excellent communication skills and a good understanding of age appropriate activities for young children.

2. The Assistant Director must demonstrate the following skills:
 - Demonstrate highly effective organizational, time management, and multi-tasking skills
 - Excellent interpersonal skills including effective written and verbal communication
 - Attention to detail and high level of accuracy
 - Ability to anticipate work needs and follow through with minimal direction
 - Ability to demonstrate sound judgment in decision making
 - Ability to be flexible in your role and willing to complete job duties outside of your title as needed (fill in the gaps of absent staff members, help plan and coordinate special events at the preschool that could require some time outside of the regular workday, etc.)
 - Ability to promote and maintain confidentiality concerning information related to children, parents and coworkers.

3. The Assistant Director must demonstrate the following personal attributes:
 - Fully committed to his/her Christian faith in belief and practice
 - A member in good standing of a local church of Christ
 - Have excellent integrity and demonstrate good moral character
 - Completely honest, trustworthy and dependable
 - Flexible
 - Possess cultural awareness and sensitivity
 - Demonstrate a sound work ethic
 - Exhibit a positive and upbeat attitude while working in a fast paced environment
 - Have a genuine love for children and a strong commitment to their education

WORKING CONDITIONS

The Preschool Assistant Director may spend a significant period of time sitting and using office equipment and computers, which may cause muscle strain. He/she must also spend a significant time on the computer entering student information, which requires attention to detail and high levels of accuracy. The Preschool Assistant Director must also deal with a wide variety of people on various issues.