**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:** 7:00 – 3:00 WITH A 45-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 coordinate inservices and record keeping for compliance with Department of Education

regulations.

1. Communicate with parents and visitors personally, as well as via phone, email and postal mail.
2. Greet and assist parents and students during drop off and pick up.
3. Act in the place of the Director when the Director is absent.
4. Inform the Business Office of changes in child attendance (addition and deletion of a child) in a timely manner.
5. Coordinate business matters with the Business Office including making deposits, submitting check requests, collecting and submitting bi-weekly timesheets.
6. Monitor and maintain supplies in Preschool Resource Room, including ordering paper and supplies and picking up supplies at local stores.
7. Decorate bulletin board in hallway decorated with seasons and themes.
8. Maintain up-to-date student data in RenWeb including class rosters, extended day list, and allergy list.
9. Send emails, newsletters, and upcoming event notifications.
10. Help coordinate the after school program.
11. Help obtain substitute teachers as needed.
12. Assist teachers in the classroom/bathroom with students when needed.
13. Perform other duties as assigned by the Preschool Director.
14. 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 or its equivalent
* Have general knowledge of computer programs including the ability to operate computerized word processing programs and e-mail at a highly proficient level
* Feel comfortable with working in a team environment or individually

1. The Assistant Director must demonstrate the following skills:

* Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
* 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

1. 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
* Be completely honest, trustworthy and dependable
* Possess cultural awareness and sensitivity
* Be flexible
* Demonstrate a sound work ethic

**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.