

Westminster Presbyterian Church
Assistant Director of Westminster's Preschool
Job Description

Job Title Preschool Assistant Director
Reports to Preschool Director

Overall Responsibility

The Preschool Assistant Director is responsible for assisting the Preschool Director in their efforts to provide a loving, Christian and safe environment for young children to enable them to grow socially, emotionally, academically, physically and with their faith development. They will work together to instill enthusiasm in the staff, and to maintain a vibrant preschool environment. The Preschool Assistant Director will have an active role in the day to day management of the Preschool, and complete additional duties as needed in the Director's absence.

Primary Responsibilities and Key Tasks to include, but not limited to:

Program Management

- Provide administrative support for the operation of the Preschool
 - Maintain accurate records for all enrolled students and staff
 - Carry out policies to ensure the health, safety and welfare of the children and staff
- Provide Support to the Director
 - Help to supervise the staff and substitutes
 - Act as a substitute when necessary
 - Understand how to complete payroll
 - Work together annually to review and revise all school policies and procedures
- Provide Support to the Staff
 - Order supplies and equipment for the Preschool
 - Maintain and produce ID badges and chip keys for the staff and substitutes and backpack badges for students
 - Help to comfort and provide assistance with children who need extra support
 - Assist with creating documents and student photographs for the teachers (e.g. graduation programs)
 - Help to schedule Parent –Teachers conferences
- Implement consistent and fair registration procedures
 - Prepare registration documents
 - Keep accurate records to determine registration prioritization
 - Publicize class availability to help maintain full enrollment
 - Provide information and school tours to prospective families
 - Oversee the Debra Lou Vebiar Education Fund for families with financial needs

Program Development:

- Oversee and support the early education curriculum
- Support a faith-based curriculum that abides by the principles of Westminster Presbyterian Church
- Develop new programs and classes to ensure and provide for the growth of the Preschool program

Maintain communication with

- The Preschool Board of Directors by attending monthly board meetings
- Westminster Presbyterian Church
 - Attend weekly WPC staff meetings and calendar meetings in absence of the Director of the Preschool
 - Publicize Preschool activities and promote school enrollment to the WPC congregation
 - Work with church staff as needed to maintain the facilities, equipment and playground
- Families by attending orientation sessions, distributing newsletters, and sending weekly emails

Education/ Experience

Bachelor's in Education, or AA, preferably in early childhood or elementary education. , working knowledge/understanding of basic financial systems and practices and/or 3-5 or more years of relevant leadership experience in an elementary school/ preschool/daycare setting.