

JOB DESCRIPTION

Position: Assistant Director

Reports to: Preschool Director

Position Status: Full Time Exempt

Department:

Effective: **4/2019**

Created:

Replaces

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Division Head Approval _____

Human Resources Approval _____

PURPOSE:

The purpose of this position is to partner with parents to make disciples of children who will honor God by living like Jesus, by offering a high quality, developmentally appropriate, biblically based education in a loving, safe and nurturing environment. The Assistant Director will support the operations of the Preschool by filling in as site supervisor during operating hours when the Preschool Director is offsite, provide mentoring/training for teaching staff and to support the Preschool Director in operational tasks of the Preschool.

JOB RESPONSIBILITIES AND DUTIES:

1. Assists the Preschool Director with supervision and oversight of an early childhood education program, together with biblical Christian teachings, including, but not limited to:
 - Collaborate with Preschool Director to set educational standards/goals and establish procedures for their implementation
 - Plan, direct and monitor instructional methods, ensuring each child receives a balanced, appropriate learning experience that reflects the biblical teachings of EFCC and employs a developmentally appropriate curriculum
 - Assist in creating daily schedules, snack preparation, coordinating staff breaks, and playground set-up chart
 - Responsible for mentoring, training and observing teachers
2. Covers preschool classroom when needed to ensure compliance with Community Care licensing regulations.
 - Creates weekly lesson plans, implements a developmentally appropriate curriculum, actively supervises children, and provides age appropriate activities to promote the child's overall development
 - Assesses children's development and uses information to inform curriculum and instruction.
 - Creates a safe & healthy environment and maintains cleanliness.
3. Monitor
 - programs to determine their efficiency and compliance with state, local and federal regulations; recommend any necessary modifications
 - Prepare and maintain written records and reports in a timely manner
4. Coordinate Training, Work, and Activities:
 - Identify the educational needs of other staff/volunteers, by observation, and develop/train/teach, through formal education classes or training programs
 - Makes sure all Preschool staff/volunteers are trained on the emergency drills and procedures
 - Encourage staff/volunteers to work together to accomplish tasks, by nurturing constructive working relationships
 - Keep staff/volunteers regularly informed through open communication
5. Cast Vision and develop strategic plans:
 - Assist Preschool Director in establishing long-range objectives and the actions to achieve them. Work with Preschool Director to coordinate, implement short/long range objectives that will result in that will result in spiritual transformation of staff and students
 - Develop specific goals and plans to prioritize, organize and accomplish your work

JOB SKILLS/ABILITIES:

1. Communication:
 - Convey information effectively, gracefully and accurately to children and adults
 - Being aware of and understanding others' reactions to situations and adjusting actions in relation to them and giving full and appropriate attention to what others are saying
 - Communicating effectively in writing as appropriate
2. Uses logic and critical thinking to identify strengths/weaknesses in all areas and considers the costs/benefits of potential actions
3. Has strong computer skills, including Microsoft Office (Word, Excel, Outlook, PowerPoint etc)
4. Is flexible, self-motivated, has a passion for preschool age children and a comprehensive understanding of their needs and development

OTHER:

1. Works a schedule and receives time off and other benefits as outlined in the *Emmanuel Faith Community Church Employee Handbook*, Version Date: July, 2009.
2. Serves on committees as assigned.

TRAINING AND DEVELOPMENT:

Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars classes, retreats etc.

JOB QUALIFICATIONS:

1. Endorses without reservation the doctrinal statement of Emmanuel Faith Community Church as stated in our Constitution

Preferred - BA Degree with emphasis in Early Childhood Education or Child Development that would require a minimum of 24 units in Early Childhood Education (ECE) or Child Development including core units required and 6 semester units of 6 units administration/ 2 units supervision

- Completion of one (4) year teaching preschool age children.
- Must have and maintain a State of California Child Development Site Supervisor or Program Director's Level Permit.
- Bilingual (Spanish/English) preferred

Minimally - AA Degree with an emphasis in Early Childhood Education or Child Development with a minimum of 24 units in Early Childhood Education (ECE), including core units required and 6 semester units of administration and 2 units supervision.

- Completion of (4) year of experience teaching preschool age children.
- Must have and maintain a State of California Child Development Site Supervisor or Program Director Level Permit.
- Bilingual (Spanish/English) preferred

2. Complete EMSA certified First Aid and CPR training and keep current
3. Complete Physical with clearance to work in an early childhood classroom, negative TB test, proof of Immunizations (specifically Pertussis, Measles) and Annual Proof of Influenza vaccine (or statement declining)
4. Complete and pass CDSS mandated Reporter Certification and keep current
5. Agree to a background check and fingerprinting according to Ca. State Law

PHYSICAL REQUIREMENTS:

Ability to function independently and ability to speak and write on matters relating to church administration, management, and stewardship; Physically able to lift up to 35 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

EMPLOYMENT AT-WILL:

All employees of Emmanuel Faith Community Church are at-will, and as such, are free to resign any time without reason. Emmanuel Faith Community Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Emmanuel Faith Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Emmanuel Faith Community Church has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand, this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Name/Signature

Date