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**RLLA PRESCHOOL & AFTER SCHOOL ASSISTANT DIRECTOR**

**JOB TITLE:** Assistant Director, Preschool & Afterschool Program. **DATE:**  10/1/22

**REPORTS TO:** Director, Real Life Preschool & Kid City

**JOB CODE:** Full-Time, Non-Exempt

**CREDENTIAL NEEDED:** Bachelor’s degree or at least 30 units in early childhood education or child development. At least 2 semester hours/credits in childcare administration are also required.

**POSITION OVERVIEW**

The Preschool & After School Assistant Director provides administrative support and works with the school’s Director to care for families in the community and show them the love of Christ by providing a high-caliber, Jesus-centered, preschool and afterschool program.

**POSITION QUALIFICATIONS**

* Have a vibrant, growing relationship with Jesus
* Be at least 25 years of age
* Minimum of three years of experience in a licensed childcare with at least three years as a Lead Teacher or Team Leader.
* Must provide an official copy of college transcripts.
* Be certified in CPR and First Aid, or obtain certification upon hire
* Complete a Tuberculosis test and physical (provide a physician’s documentation of both)
* Be mentally & physically capable of caring for a large group of children alone in a room
* Have submitted various background checks including those by the Department of Social Services Licensing Division.
* Have been fingerprinted for further background examination.
* Have a driver’s license or obtain upon hire and have an acceptable driving record.
* Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs.

**POSITION EXPECTATIONS**

* Be available as early as 6:30am and as late as 6:00pm
* Be customer service orientated and self-driven
* Possess a strong work ethic and have minimal absences
* Be a professional, positive role model for all employees and children
* Interact with parents daily and speak with them about their child(ren)
* Drive children to and/or from school, when necessary
* Assist in classrooms, when necessary
* Assist in keeping staff on schedule
* Assist with meal preparations, when necessary
* Be comfortable with computers and learning new software
* Provide support to the Program Director
* Possess strong and effective communication skills with the Program Director at all times
* Arrives to work with a positive, healthy, and cherry disposition
* Assist with minor maintenance duties to help ensure the efficient operation of a quality childcare program

**POSITION RESPONSIBILITIES AND DUTIES**

* Assist in all matters of day-to-day operations
* Work as liaison between support staff and the Program Director
* Handle paperwork functions in the center (e.g., roll call sheets, health appraisals, staff files, memos)
* Facilitate and attend occasional parent participate events and other events at night and/or on (approximately 1 time per month)
* Conduct staff and parent meetings (staff meetings are to be held monthly)
* Assist the Program Director in the monitoring, evaluating, supporting, coaching, and disciplining of the staff
* Receive calls from staff calling in sick/late, therefore scheduling sub teacher accommodations
* Schedule sub teachers upon requested time off/vacations from staff
* Inform Program Director of any staff absences/late arrivals, requested time off from staff
* Redirect staff/parents to the Program Director at all times regarding any concerns or questions
* Handle inquiries and center tours according to policy. Convert inquires to tours and tours to enrollments.
* Implement best practices and developmentally appropriate practice methods
* Follow all school policies and procedures as well as state of California licensing regulations
* Maintain a professional self-image and project the values of the organization at all times
* Substitute for the Program Director in the event of illness, leave or vacation
* Perform classroom observations and provide teachers/caregivers with meaningful feedback
* Supply ordering and shopping.

**NECESSARY SKILLS AND EXPERIENCE**

This person should be able to articulate the Christian faith in a way that is engaging to children and their families.  They will have the highest standards of personal integrity in all contexts.  They will be loving, collegial, and humble in their relationships among staff and families.  They will be dynamic and energetic, able to demonstrate significant organizational and supervisory skills, creating teams around innovative ideas.  They should have strong communication skills.  They will be a trainer and leader of both paid and volunteer staff.  This will require previous experience in leading dynamic programs for preschool and/or school-aged children.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Assistant Director. All duties of the Assistant Director position will be covered in orientation and during the “hands-on” portion of the position training.

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| Signature | Printed Name | Date |
| Program Director | Printed Name | Date |