**Assistant Director- Preschool**

Reports to: After School Director

Purpose: To develop and oversee the Preschool program as it fulfills its mission to provide a safe environment where kids can grow academically, socially and spiritually.

DEPARTMENT of EARLY LEARNING REQUIREMENTS for the ASSISTANT DIRECTOR:

1. Must be at least twenty-one years of age or older.
2. Must have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance.
3. Must have written proof of education including a current child development associate certificate (CDA) or 45 college quarter credits in early childhood education.
4. Must have at least two years’ experience working with children the same age level as the school serves.
5. Must not let the provision of child care interfere with management or supervisory responsibilities.
6. Must be on the premises for the majority of the hours that care is provided and designate a person to be in charge that meets the qualifications of a lead teacher when not present.
7. Must meet STARS/MERIT requirements and be listed in the MERIT system.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Administration

* Have a general understanding of school legal responsibilities and liabilities.
* Conduct staff orientation and training with all new hires
* Send monthly updates to staff
* Manage parent communication form
* Manage Website content and Staffing Page
* Review payroll and budget expenses
* Send monthly updates to TCP parents

1. Building and equipment

* Coordinate classroom cleaning, storage and improvements with the Facilities Manager.
* Maintain emergency supplies for all students and staff.
* Distribute and maintain a disaster plan and a health policy for the after school, in accordance with DEL and DOH requirements.
* Monitor all equipment, indoors and outdoors, for safety.

1. Relationships with teachers, administrative staff, students and parents

* Manage staffing team
* Coordinate with floater team (breaks)
* Schedule staff and find substitutes
* Coordinate a school schedule with staff (LEAP days)
* Appropriately handle behavior problems referred by teachers and work with teachers/parents regarding children with special situations.
* Counsel parents as necessary in relationship to child development and any areas of concern.
* Update and redistribute Parent Handbook annually and as needed.
* Send regular email updates to parents & ensure strong parent-staff communication
* Develop parenting classes and family activities as appropriate.

1. Relationship with Timberlake Church

* Report enrollment numbers weekly to Program Director and Church Management
* Coordinate shared space usage with Children’s Ministry.
* Promote a positive relationship with the church and attend church staff meetings.

PERSONAL REQUIREMENTS:

* Strong and growing personal relationship with Jesus Christ.
* Active member of Timberlake Church.
* Genuine love of children and devotion to their well-being.
* Early Childhood Education degree or related education
* Previous preschool teaching experience (or early elementary)
* Ability to work effectively with staff members, as a leader who can inspire, lead, encourage, coach & delegate when appropriate.
* Very strong organizational and administrative skills, especially in the area of budget management. Must be thorough and detail oriented.
* Marketing skills
* Strong written and oral communication skills.
* Strong relational skills.
* Capability in curriculum design and planning.
* A clear ability to ensure the day-to-day smooth functioning of the preschool program within the framework of appropriate child development principles and knowledge of family relationships.
* A commitment to continuing education for professional purposes.