

Fruit Cove Baptist Weekday Preschool
Assistant Director Job Description

Purpose and Principal Function:

1. To adhere to the mission statement and philosophy of Fruit Cove Baptist Weekday preschool: *The purpose of the weekday preschool program is to support the home and extend the ministry of Fruit Cove Baptist Church by providing biblically based, age-appropriate education for preschoolers. It is the mission of this preschool to share God's love and purpose with both the children and their family.*
2. To assist the director with the weekday program with a ministerial approach.
3. Understands and maintains the program to meet or exceed National Accreditation Standards.
4. Understands and maintains a program to meet and exceed the Department of Children and Families Standards.
5. Understands and maintains a program to meet and exceed the VPK standards put out by the Department of Education.

Reporting Relationships:

1. Reports to the director.
2. Reports to Fruit Cove Baptist Church's Director of Preschool Ministries.
3. Collaborates with the director and team leads throughout the school year.
4. Ministering to families and staff daily

Requirements/Qualifications:

Minimum Requirements: Must have a current Director's Credential with a VPK endorsement. Must have a current CPR (Infant, Child, and Adult) and First Aid Certification. Must meet requirements for a current Level II Background Clearance.

Preferred requirements: Degree in Early Childhood Education and 2 years of experience in directing a faith-based weekday program.

1. Must have a love for Christ.
2. Must be dedicated to Biblical teaching of Christ's words.
3. Must be an active member of a Bible based church.
4. Has an extended knowledge and experience in faith-based weekday ministries.
5. Has evidence of emotional maturity and stability in working relationships as evidenced through a Christ like attitude—Must maintain staff harmony.
6. Has evidence of sufficient security to handle crisis situations.
7. Can make fast and safe decisions pertaining to staff, children, and families.
8. Has the ability to recognize and record significant individual and group behavior.

9. Must be able to implement new policies as accrediting bodies advise.
10. Must have the ability to conduct staff meetings with the vision of the preschool in mind.

Key Responsibilities:

1. Helps provide and maintain an environment in which the children grow morally, spiritually, physically, emotionally, mentally, and socially.
2. Oversees the day-to-day operations of the weekday preschool.
3. Oversees the school calendar and events.
4. Maintains staff files to accrediting bodies standards.
5. Maintains biweekly payrolls for the weekday staff.
6. Maintains staff continual education hours, providing ideas for hours.
7. Maintains open communication to team leaders and all staff.
8. Daily checks of indoor and outdoor environments.
9. Oversees lesson plans collected from team leads.
10. Oversees registrations from year to year of existing and new students.
11. Meets with teachers and families to implement plans for preschoolers, as necessary.
12. Oversees coaching for teachers and parents as necessary for continuity of care of the child at home and at school.
13. Attends in-service trainings, workshops, conferences, and other training opportunities to enhance professional growth, based on center, DCF, and national accreditation policies.
14. Attends all special events, parent and staff meetings, and team-teaching meetings.
15. Establishes and maintains good communication with parents.
16. Greets or acknowledges parents and children visiting the center for possible future enrollment.
17. Reports any cases of suspected child abuse or neglect.
18. Maintains a commitment to professionalism.