

Assistant Director Daycare – Preschool

Position Overview

The primary role of the Assistant Director is to support the director and, in their absence, serve as director. The Assistant Director will assist in curriculum development, daily operations, parent communications, and staff training. The Assistant Director will be a face of the center, set an upbeat and cheerful tone for families and teachers alike, be able to lead, supervise and act as a role model to the teaching teams through communication and collaboration. Actively support and live out the vision, mission and values of the school.

Spiritual qualifications

- A clear Christian testimony of salvation, a mature godly spirit, and a lifestyle of biblical integrity.
- Is active in a Bible-believing church whose Statement of Faith is consistent with LCS
- Accept & support Lakeview Christian Schools Statement of Faith, Vision, Mission, and Values.
- Maintains a high degree of confidentiality regarding all aspects of the school finances, and personnel.

Child Care Responsibilities and Job Duties

Team Collaboration and Staff Development

- Actively work with and support the staff; work in classrooms as necessary
- Assist the director in staff training and professional development
- Work as liaison between staff and the Director
- Assist the Director in the hiring, monitoring, evaluating, supporting, coaching, and disciplining of the staff
- Assist the Director in conducting performance reviews in accordance with LCS policies and procedures

Curriculum Development and Oversight

- Work with the Director and the staff to develop an appropriate age-specific curriculum.
- Establish and maintain proper classroom expectations for student/staff behavior, learning expectations and outcomes
- Support the Director in creating an environment where staff take initiative to create a student-centered, growth-oriented, and assessment-based classroom
- Work with the director and teachers to establish, evaluate, and revise curriculum.

Health and Safety

- Ensure that center facilities are a safe and clean environment for children
- Assist with implementing the center's emergency plan, train staff, conduct drills as necessary
- Manage the daily operations of the center to include staff scheduling, student, staff, and building safety
- Effective and timely communication with parents or guardians about safety concerns that affect the center, accidents that have occurred, and other necessary information about the child.

Parent Communication and Involvement

- Serve as the face of the school, managing communication with parents and the community.
- Assist the Director in developing and evaluating policies for communication
- Partner with parents/guardians for ongoing academic or behavioral modification in a sensitive and appropriate manner
- Assist with accurate record keeping of all student files (SIS) and communications with parents.
- Author the parent's newsletter and other communication as needed
- Oversee social media communication and promotion

Business Management

- Assist the Director with developing, managing and adhering to the annual operating budget
- Oversee student to staff ratios in classrooms
- Assist the Director with the annual preschool calendar and community social events

Student Recruitment and Retention

- Assist the development of marketing, enrollment materials, and communication plans for prospective students.
- Meet with parents of prospective students to tour the center, answers questions, and gather necessary documentation

Qualifications

Keep the same

Skill Set

- Excellent written and verbal communication skills.
- Ability to lead with demonstrated administrative and organizational skills
- Friendly and approachable demeanor.
- Computer proficiencies to include Microsoft Office Suite, QuickBooks.
- Skill in recruitment of new families
- Demonstrated ability to quickly and proficiently understand and absorb new information