

JOB DESCRIPTION FOR WEEKDAY EDUCATION ASSISTANT DIRECTOR
AGES 3 THROUGH KINDERGARTEN

Staff Relationship:

- * The Weekday Education Associate Director will be responsible to the Weekday Education Director, Pastor of Ministries, and the Weekday Education Committee.

Principle Function:

- * Supervise the overall operation of children in classes for 3 year olds through Kindergarten.
- * Will act as Lead Director in the absence of the Weekday Education Director.

Responsibilities:

- * Assign students to classes (age 3 through Kindergarten).
- * Monitor waiting list for children age 3 through Kindergarten which will involve telephoning parents.
- * Plan with the teachers of classes for children age 3 through Kindergarten children a program of education and care suited to the needs of this age group.
- * Supervise teachers in carrying out the daily program, be a floater between classes, and be responsible for crisis situations.
- * Meet with other church program leaders who use the same facilities to coordinate the effective use of equipment and resources.
- * Interview and hire new staff members, as needed, with approval from the Weekday Education Director and the Weekday Education Committee.
- * Secure substitutes as necessary.
- * Schedule regular staff meetings for planning and evaluating the program age 3 through Kindergarten.
- * Attend professional conferences and workshops and encourage teachers to do the same.
- * Coordinate the work of the teachers and the custodial staff so rooms are clean and orderly each school day as children arrive and leave.
- * Plan in-service training for the teachers.
- * Plan for health and safety, monitor health records on all children enrolled and scheduling activities to teach safety to the teachers and children.
- * Assist in preparation of the program budget in consultation with the Weekday Education Director, the Weekday Education Committee, and the Finance Committee.
- * Administer the program within the limitation of the budget, consulting regularly with the Weekday Education Director and the Weekday Education Committee. Any purchases beyond daily program needs should be made after discussion with the Weekday Education Director and approved by the Weekday Education Committee.
- * Become familiar enough with the children enrolled to be aware of the individual needs.
- * Consult with the bookkeeper to ensure proper maintaining of all records (payroll, petty cash, tuition, budget etc).
- * Maintain a spiritual ministry in keeping with the church's purpose and goals for the program.
- * Other duties as assigned.

Some of these responsibilities may be delegated to other staff members with the Weekday Director's approval.

The Weekday Education Assistant Director needs to know how to do all of the above listed responsibilities and is the one responsible for making sure that all are done correctly and in accordance with current church policies.