



## NORTHSIDE PRESCHOOL ASSISTANT DIRECTOR

### DESCRIPTION OF ROLE

**Reports To:** Preschool Director

The Preschool Assistant Director supports the Director by managing daily operations, staff supervision, curriculum, parent relations, and enrollment while ensuring compliance with policies and stepping in as acting director when needed. This role requires strong leadership, communication, and experience in early childhood education. Key duties include training teachers, observing classrooms, handling student behavior, ordering supplies, maintaining records, and fostering a positive learning environment for children and families. The Assistant Director's role is to lead by example, demonstrate respect, and make judgments about how best to help the team, preschoolers, and families while fostering a Christ-like atmosphere.

### KEY SKILLS/QUALITIES

- **Operations & Compliance:** Oversee the preschool's daily setup/teardown, supply orders, paperwork, handle daily logistics and ensure compliance with best practices for early childhood education.
- **Family & Student Engagement:** Lead morning huddle with prayer, devotion, and announcements. Assist with Leading Chapel - share the Bible Story, Worship, and Bible Verse. Greet parents, lead tours, arrange meetings, handle parent concerns, and work with the Director on policies and enrollment.
- **Leadership:** Act as the Director in their absence; manage staff; oversee programs; and provide professional development.
- **Staff and Curriculum Support:** Assist in training, mentoring, and supervising teachers, support curriculum implementation, and observe classrooms while demonstrating knowledge of ages/stages of development.

### KEY RESPONSIBILITIES

- Assist with leading in daily devotion and prayer time.
- Assist with leading the chapel according to the schedule provided.
- Ability to engage with children where they are (socially/emotionally/intellectually).
- Maintains confidentiality of children, school family, and team information.
- Makes every effort to work cooperatively and respectfully with the entire team.
- Displays solid work ethic by being on time, having consistent attendance, and willingness to help beyond stated duties when necessary.
- Order monthly supplies.
- Assist the Director with keeping the monthly Enrollment Spreadsheet current.



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### **KEY RESPONSIBILITIES [CONT.]**

- Coordinate all PTO and Time Off Requests.
- Secure Substitute Teachers.
- Maintain payroll spreadsheet.
- Assist with bookkeeping entries.
- Work directly with the POP Committee by attending monthly meetings, coordinating events, and offering support and encouragement.

### **CURRICULUM DEVELOPMENT AND IMPLEMENTATION**

- Work with the Director to facilitate monthly professional development meetings.
- Attend monthly lesson plan meetings.
- Collaborate with the Teaching Team to develop lesson plans that include Focus Questions, Developmental Learning Intentions, and Center Investigations, while incorporating the monthly Bible verse and faith-based, character-building traits; hands-on, play-based learning opportunities; and activities that support social, emotional, spiritual, and relational development.
- Continue researching and sharing ideas with the Teaching Team to support the implementation of the curriculum throughout the school year.
- Maintain current certification in Infant/Child CPR and First Aid, plus eight (8) hours of Continuing Education, in addition to the monthly team development.

### **HEALTH AND SAFETY**

- Follow the health, safety, and emergency plans outlined in the Employee Handbook.
- Children are to be supervised at all times. Know the ratios and the number of children in each class daily.
- Ensure all cleaning checklists are being followed.

### **PROFESSIONALISM IN COMMUNICATION**

- Make all families feel welcome and respond in a timely manner with sensitivity to all concerns.
- Conversations with Parents or Team Members about a challenging situation involving a student must be held in private, not in the child's presence.

### **SEEK FIRST TO UNDERSTAND BEFORE BEING UNDERSTOOD**

- When emotions are heightened, practice a calming technique before continuing. Enlist the Director's help if available.