



BIRMINGHAM FIRST

A UNITED METHODIST CHURCH

Job Title: First Kids Preschool Assistant Director

Position Type: Part-Time, Salary

School Calendar Days: 30 hours/week, 8:30 a.m. – 2:30 p.m., some evenings will be required for events and meetings.

Summer Days: 15 hours/week, to be determined by Director of Preschool and Employee

Direct Report: First Kids Director of Preschool

Compensation: \$30,000/year

Familiarity with the United Methodist church is desired, and an understanding of Children and Family Ministry programs and offerings is an asset. Commitment to providing a safe, loving, Christian-centered learning environment at Birmingham First is essential.

Role: To assist with leadership of the First Kids Preschool in accordance with Birmingham First policies and procedures, State of Michigan licensing standards and all federal laws. Create and maintain a safe, nurturing, Christian environment for children, parents and staff. The assistant director will work in tandem with the director for staff management, parent communication, budget creation and maintenance, and curriculum development of all classrooms. The assistant director will work alongside the preschool director to provide relevant training and continuing education opportunities for license compliance. The assistant director works with the director to ensure hiring and staff procedures are met including performance reviews, vacation requests and substitute teacher needs. The assistant director is aware of and follows all safety, security and license guidelines and procedures and serves as the responsible leader in the absence of the director. In the director's absence, the assistant director is the person responsible for all aspects of preschool operations including, but not limited to assisting teachers, children and parents in all classrooms as needed. Assistant director will act as substitute/additional teacher across all classrooms as needed.

Education:

- Bachelor's Degree in Early Childhood Education or related field (education must meet state license requirements)

Qualifications/Experience:

- Early childhood education experience required including understanding of developmentally appropriate practices for each age level (toddler through 6 year old).
- Administrative and organizational skills
- Staff management and leadership
- Proficiency in Microsoft Office and Constant Contact
- Knowledge of all State of Michigan Child Care Center licensing requirements including data entry of state and local information for all ages.

Expectations:

- Knowledge of all State of Michigan Child Care Center licensing requirements including data entry of state and local information for all ages.
- Work alongside the director to ensure preschool program effectiveness.
- Assist and attend all preschool activities and programs beyond the scheduled school day, including but not limited to; conferences, special programs, events, staff training and meetings and fundraising.
- Ability to step in and serve as leadership director role when required.
- Respond to and lead all teachers appropriately in an emergency situation.
- Comprehensive knowledge of program detail for all ages; ability to respond to parent and teacher questions and provide tours for all age classrooms.
- CPR and First Aid Certified.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee will be frequently required to assume postures in low level positions; stoop, kneel, crouch, sit on the floor, that best allow physical contact with children, stand for long periods of time, reach with hands and arms; climb or balance; hear or smell. The employee will be required lift and /or move up to 40 pounds, have the ability to move from a seated position to a standing position, promptly respond to an emergency situation and perform all types of typical activities with children (jump, run, dance, walk, etc).
- Work is primarily performed in the preschool environment. The preschool is dynamic requiring a high level of activity. Work may also be performed at community sites for field trips or marketing purposes.