



JOB DESCRIPTION

POSITION:

Title: Preschool Assistant Director - Overland Park

Type of Position: Part Time with Benefits – Exempt

JOB SUMMARY:

Supports Colonial's spiritual and educational philosophies. Responsible mainly for assessing children's developmental levels and kindergarten readiness, providing staff support in the guidance of the children and curriculum development, and providing spiritual support and direction to the staff.

WORKING RELATIONSHIPS:

Reports to: Preschool Director

Teams with: Preschool Director, Administrative Assistants, Events and Purchasing Coordinator, and Teaching Staff

Works Cooperatively with: Mornings for Moms and Colonial Children's Ministries Staff

ESSENTIAL DUTIES/RESPONSIBILITIES:

Support the staff, the children, and the parents

- Form positive relationships with the staff and act as a model for them professionally and spiritually
- Mentor new teachers to assure they are properly trained and acclimated
- Observe and assist regularly in the classrooms
- Support staff in handling and dealing with student behavior problems in the classroom.
 - Help create a plan of action when needed
 - Attend conference meetings with parents if necessary
 - Keep the Director informed regarding all such situations
- Provide direction for the lead teachers as needed in their planning of developmentally appropriate curriculum/activities and learning centers

- Evaluate monthly lesson plans submitted by staff, making suggestions as necessary for improvement and/or enhancement of activities planned
- Supervise the compilation of and check portfolios
- Work with the Director and teachers as needed in planning appropriate classroom design and layout
- Is knowledgeable about the center's staff, parent and children's resources in order to provide suggestions for planning and classroom management
 - Oversee and maintain teacher resources, including book, audio, and visual libraries
 - Assist in planning and supervising year-end inventory day
- Assist as needed in preparing staff for Parent/Teacher conferences
- Assess kindergarten readiness for our four-year olds. Communicate regularly with the Enrichment and classroom teachers regarding children's developmental abilities and progress
- Assist the Director in planning and facilitating a Kindergarten Readiness workshop for parents in the fall or early spring
- Schedule and facilitate vision and hearing screenings. Enlist additional staff or volunteers to assist if needed

Support the Director and the Program

- Assist in assigning children's classroom placements on an annual basis.
- Assist in preparing annual class schedules for MIF, music, art, and playground
- Assist in planning and facilitating a Parent Orientation meeting each school year
- Assist in planning and facilitating the staff retreat every year
- Assist the Director and Events Coordinator in facilitating special events such as:
 - Mom's Day and Dad's Night
 - Annual Christmas Program and Reception
 - Book Fair
 - End of Year Celebration and Graduation
 - Fun Day
 - School Worship Services
 - Thanksgiving Feast
 - Visits from community helpers or special guest
- Assist in assessing and updating curriculum as needed
- Assist in planning and facilitating monthly staff meetings
- Assist in ascertaining staff needs for in-service training on specific topics at monthly staff meetings
- Assist in providing devotionals or spiritual enrichment at staff meetings
- Assists the Director in set-up and clean-up for staff meetings
- Assist in assuring that the classrooms are prepared each week for Sunday programming needs in the classrooms
- Assist with and attend Quarterly Preschool Advisory Board meetings

Maintain professionalism and confidentiality regarding individual children, parents, and staff in all situations

- Assure complete confidentiality and respect for all children, families, and staff in and out of the preschool center
- Comply with all the requirements and guidelines set forth both in this job description and in the Staff Guidebook
- Pray regularly for the children and their families
- Work with other Colonial Church employees and maintenance staff in a cooperative manner as part of a unified team
- Comply with all the requirements and guidelines set forth both in this job description and in the Staff Guidebook
- Acknowledgement of, and willingness to, uphold and support the Colonial mission statement and values, as well as the values of Colonial Preschool and Colonial Presbyterian Church

Education/Expectations:

- A degree in Early Childhood Education, or a related academic discipline, or Child Development Associate Credential and 1 year of teaching experience required. Must have State Program Director's Approval for up to (at least) 24 Children
- Completion of at least 16 KDHE certified training hours per year
- Familiar with and able to use Excel spreadsheets and Word documents
- Strong knowledge of developmentally appropriate curriculum and techniques
- Ability to relate joyfully and sensitively to children
- Provide encouragement and praise to the staff on a regular basis
- Strong written and verbal communication skills
- Strong interpersonal skills; ability to build strong and positive relationships with staff and parents
- Enthusiastic and outgoing personality, exhibiting energy and leadership
- Strong organizational skills and attention to detail
- Ability to prioritize responsibilities
- Ability to problem solve in a variety of programming, staff and parent situations

Prior to Beginning Work:

- Current Certification for CPR and First Aid
- Certificates of Attendance for the following classes:
 - Child Development
 - Child Abuse and Neglect with Head Trauma
 - Prevention and Control of Infectious Diseases
 - Prevention and Response to Food Allergies
 - Building and Premises Safety
 - Emergency Preparedness and Response Planning
 - Handling and Storage of Hazardous Materials
 - Ministry Safe Predator Training
- A Medical Release signed by a doctor indicating clearance to work with children
- A current TB test (within the past year)
- Fingerprint clearance from the State of Kansas
- Background check clearance from KBI

Time Commitment:

40 hours per week/46 weeks per year

WORKING CONDITIONS:

Office and classroom environments. Frequent interruptions from staff and children with resultant change of focus. Requires ability to prioritize and accomplish tasks despite numerous distractions. Must be able, in case of an emergency, to pick up and carry a child of up to 40 pounds.

Signature of Employee _____ Date: _____

APPROVAL:

H.R. Approval _____ Date _____

Senior Director Approval _____ Date _____

Supervisor Approval _____ Date _____