



## JOB DESCRIPTION

<b>Position Title</b>	<b>Coast Kids Preschool Assistant Director</b>
<b>Position Reports to:</b>	<b>Coast Kids Preschool Director</b>
<b>Department:</b>	<b>Weekday Preschool</b>
<b>Hourly Rate Range</b>	<b>\$19.00 - \$22.00</b>
<b>Schedule</b>	<b>Non-exempt, Full Time, Monday through Friday occasional evenings or weekends</b>

### General Description

In addition to the required duties listed below, the Assistant director may be responsible for the management of the preschool during the absence of the director. This includes miscellaneous needs as requested by director.

### Specific Duties and Responsibilities

#### Performance Responsibilities

##### Personal

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Develops and maintains rapport with students, parents, staff and church by treating others with friendliness, dignity and consideration.
- Develop a strong working knowledge of Coast Kids Preschool mission, core values and programs in order to communicate a consistent message to current and prospective families and other community members.
- Enthusiastic team player, positive attitude and flexible
- Strong verbal, interpersonal and communication skills.
- Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste and in agreement with the school policy.
- Recognize the need for good public relations. Represents the preschool and the church in a favorable and professional, manner to the constituency and general public.

### Knowledge/Skills Required for the Job

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ
- Provide proof of immunization against whooping cough and measles.
- Possesses an ability to interact effectively with parents, peers, and administrative staff.
- Must pass an extensive background check according to California State Licensing standards for a state licensed preschool and those of North Coast Calvary Chapel.
- Must possess strong command of the English language.
- Must be in agreement with the preschool teaching philosophy and methods.

### Program Management

- Coast Kids Preschool Assistant Director upholds preschool standards and set the example by consistently modeling professional leadership, management, and instructional skills while interacting with others.
- Establish a safe, healthy and welcoming preschool setting and oversee programs and activities to engage and educate young children.
- Develop open lines of communication with parents, staff and children.
- Assist in supporting a qualified team of educators to promote our superior reputation in early childhood education.
- Ensure full compliance with all Coast Kids Preschool policies, procedures and regulations as well as state and federal regulations and requirements including licensing safety and sanitation.
- Clearly communicates preschool standards, guidelines and preschool policies to all staff including the importance to the organization.
- Assists in staff scheduling, recruitment efforts, interviews, and the hiring process.
- Assists with enrollment inquiries, follow-up and center tours.
- Maintain preschool campus and equipment purchase equipment and school supplies as needed.
- Assists in daily supervision of staff; keeps director apprised of staff concerns and situations needing attention; provides performance appraisal input to director.
- Generates reports from management software including tuition and fees, current allergy lists and all licensing paperwork for each child.
- Complete annual County Immunization report.
- Knowledge / ability of conducting safety drills.

### Business Management

- Sets up and oversees the billing system and ledgers for the preschool students. Reports any problem cases of delinquent accounts to Director.
- Maintain complete and updated licensing files of children and staff including immunizations, medications and allergies.
- Maintain office supplies. Place orders as needed.

### Child Management

- Manage all aspects of student admissions.
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool.
- Substitutes in classroom as needed.
- Shares in the responsibility of daily health checks and staying with sick children while waiting for family to arrive.
- Establishes and maintains relationships with children through daily interaction with them.

### Media Management

- Maintain Coast Kids Facebook, Coast Kids website page, newsletters.
- Maintain staff photos, badges and update within preschool website.
- Organize campus classroom schedules and usage with NCCC.
- Organize chapel day sound system usage.
- Campus and classroom ordering: Amazon, Discount School Supply etc.

### Physical Demands

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this

job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Other physical demands that may be required are as follows...

- Pushing and/or pulling
- Climbing
- Running
- Stooping and/or kneeling
- Sitting on the Floor and/or Child-sized Chairs
- Sitting at a desk for hours at a time
- Reaching
- Talking
- Hearing
- Seeing

#### Environmental Conditions

The Assistant Director may be working in a busy and noisy environment. There may be several activities and situations happening at once.

#### Sensory Demands

The Assistant Director may experience smells associated with toileting and children who are ill.

#### Church Relations

- Promotes a “we” attitude between church and preschool staff.