



JOB DESCRIPTION

Position: Assistant Preschool Director

Reports to: Preschool Director

Position Status: Regular, Full-Time, Exempt

Department: Rock Academy - Preschool

Effective: May 2012

Replaces: All Previous

Position Number: RA-05-12

Posting Date: May 18, 2012

1st Closing Date: May 25, 2012

Position Summary:

The Assistant Preschool Director will be responsible for the operation of the Rock Academy Preschool, including compliance with regulations, communications with the Preschool staff; and correcting deficiencies that constitute immediate threats to children's health and safety. Incumbent will report directly to the Preschool Director.

Job Responsibilities and Duties:

1. Accountable for the general supervision of the Preschool and for the establishment of policies concerning its operation.
2. Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children as well as his/her parents.
3. Knowledge of and ability to comply with applicable laws and regulations regarding a Preschool Center.
4. Ability to create, enhance and maintain the preschool's policies and program.
5. Responsible for ensuring age-appropriate curriculum is being taught in all classrooms.
6. Provides ongoing training and support to all Preschool staff by conducting quarterly trainings and providing feedback through classroom observations.
7. Responsible for ensuring personal and professional leadership growth through monthly meetings with the Headmaster of the Rock Academy and implementing any new techniques.
8. Develops and maintains a financial plan that ensures resources necessary to meet operating costs for the care and supervision of children.
9. Organizes and maintains the financial records for the Preschool and submit financial reports to the Rock Academy Headmaster when required.
10. Develops and maintains positive relationships with the Preschool staff and is available to assist in conflict resolution using biblical principles.
11. Responsible for coordinating with HR in recruiting, employment, training, terminating, directing and evaluating staff.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

Job Skills and Requirements:

1. Bachelor's Degree in Child Development preferred but not required.
2. A minimum of one-year experience as a Preschool Director preferred but not required.
3. Must have current Pediatric CPR and First Aid Certification.
4. General knowledge of federal, state and local laws regarding employment practices.

5. Must have completed 15 hours of health and safety training pursuant to Health and Safety Code Section 1596.866*.
6. Must have 3 units in each of the following Child Development courses: Child Development Administration, Infant/Toddler, Family Child & Community, Principals of Child Development; Child Development-Supervision.
7. Ability to recognize and maintain confidentiality as appropriate.
8. Good verbal and written communication skills. Legible writing skills.
9. Good organizational skills.
10. Self-motivated and flexible.
11. Ability to work well under pressure and in a fast paced working environment with minimal supervision.
12. Ability to think promptly and professionally.
13. Experience in conflict resolution.
14. Hands-on PC compatible computer knowledge, understanding and skill.
15. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage, Basic typing (45 wpm)

**A child care Center Director shall complete 15 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866.*

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. Must possess a servant's heart.
3. For all grievances, follows Matthew 18 and Ephesians 4:15.
4. Successful completion of both a LiveScan and reference check.
5. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.
6. Attendance at all mandatory meetings (and events, as needed).
7. Adheres to policies and procedures as stated in the Rock Academy Employee handbook.
8. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
9. Signed Acknowledgement of the Rock Church Statement of Faith.

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs.(with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.