

**Covenant Presbyterian Church
Job Description**

Title:	Assistant Preschool Director
Employment Status:	Part-time; Monday – Friday 8:30 a.m. – 1:30 p.m. August – May (Days/Hours are Subject to Change)
FLSA Classification:	Hourly, Non-exempt
Accountable to:	Director of Preschool
Date Approved:	September 6, 2024

Position:

The goal of this position is to assist in providing an exceptional start to school for children. The Assistant Preschool Director fulfills an administrative role, supporting the Director and helping achieve the over-arching goals of the preschool. This includes support of the teachers, parents and students of Covenant Presbyterian Preschool (CPP). CPP supports the church’s mission of encouraging one another to follow Jesus wherever we live, work and play.

Preschool Employee Responsibilities:

1. Provide supervision and personal care to children at all times, interacting frequently with children, showing affection, interest and respect
2. Demonstrate physical, emotional, and intellectual competence necessary for self-control and good judgment when performing assigned responsibilities
3. Recognize and respect the uniqueness and potential of all children, their families and culture
4. Follow Preschool Director’s directions and rules of conduct of Covenant Presbyterian Church ensuring the strictest confidence
5. Act as Director in the Director’s absence
6. Assist parents and teachers as needed
7. Follow Minimum Standards for Day Care as outlined by the Texas Department of Family and Protective Services, including following universal precautions when handling bodily fluids
8. Follow working hours and dates as scheduled by Preschool Director, which are subject to change. Additional time during the summer will be required to prepare for the upcoming school year, as well as occasional evening hours for special school events
9. Perform other duties as assigned, subject to change

Administrative and Clerical Duties:

1. Maintain student files to ensure all documentation is complete and correct including: vaccinations, emergency information, and required forms for enrollment. When new forms are required, communicate with parents to complete
2. File student attendance records and teacher lesson plans
3. Assist Director with Paylocity timeclock management
4. Order pizza, check on side supplies and act as certified food handler for Pizza Day
5. Order office supplies and teacher supplies; keep track of teacher expenses; log all expenses in accounting spreadsheet and process check requests as needed
6. Schedule all preschool events, meetings and classroom times on eSPACE scheduling software (including room diagrams when appropriate)
 - a. Serve as liaison for onsite field trip contacts, scheduling site visits and appointments for classrooms

- b. Manage registrations for special school events, including summer camp, and assist Parent Advisory Team, Hospitality and Fundraising teams with their needs
- 7. Maintain Extended Care Program by documenting student participation, billing and staff scheduling. May include classroom time if extra support is needed
- 8. Assist in scheduling staff for Summer Camp and supporting the CPP Summer Camp program.
- 9. Host the Scholastic Book Fair including acting as point of contact for scheduling, set up, tear down and volunteer schedules
- 10. Keep teacher favorites file current

Preferred Computer Skills

1. Proficient in Microsoft 365
2. Experience with Google Docs, ProCare, Realm, eSPACE and Paylocity

Education and Experience Requirements

1. Hold a bachelor's degree with at least 9 hours in elementary education, early childhood education, child development or have equivalent training and/or experience with groups of pre-school children
2. Make a statement of Christian faith
3. Complete 24 hours professional development training each year under the guidance of the Director and in compliance with the Texas Department of Family and Protective Services
4. Complete food handler training

Physical and Mental Requirements:

1. Light work exerting force and/or lifting or carrying objects/children up to 40 pounds occasionally or frequently
2. Occasional climbing
3. Frequent crawling, pushing/pulling, rotating, and sitting
4. Constant rising from a seated position, balancing, bending/stooping, carrying/lifting, handling, hearing, kneeling/crouching, reaching, seeing, talking and walking
5. Minimal mathematical skills and general reading skills
6. Good speaking/language skills, proficient writing skills and reasoning
7. Good knowledge of child development and developmentally appropriate practices
8. Good communication skills
9. Frequent use of computer

Environmental Conditions:

1. Work inside and outside during a variety of weather conditions
2. Required to ascend/descend stairs or steps and uneven surfaces
3. Contact with water, disinfectants, and other liquids
4. Frequent hand-washing required
5. Daily handle and serve a variety of food types
6. Occasional contact with bodily fluids
7. Occasional exposure to sick children