



Job Description

Title: Assistant Preschool Director

Date: March 2019

Reports To: Preschool Director

Personnel Policies Statement: The employees of this church, in all of their services-both within the congregation and in the fulfillment of the Church's mission in the world-shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the Evangelical Lutheran Church in America.

Position Summary

The Assistant Preschool Director is responsible for assisting the Preschool Director in the daily operation of Christ Lutheran Church Preschool. In the event of the Director's absence, must be able to step in and fulfill the duties of the Preschool Director. This is a part time position with up to 30 hours per week.

Skills and Qualifications

- Shall be an actively professing Christian with a positive attitude.
- Must have earned an early childhood education degree, its equivalent, or working towards.
- Needs to be Director qualified, or working towards, in accordance with regulations set forth by the Colorado Division of Human Services, Early Childhood division.
- Possess strong organizational, administrative and computer skills.

Duties and Responsibilities

- Demonstrate positive, professional and open communications with CLC parents, vendors, children and staff.
- Agree to abide by the policies and procedures of CLC Preschool according to the Parent Handbook, Staff Handbook, and Employee Guidelines.
- Report to Director any special needs or problems of individual children, cases of suspected child abuse or neglect, and potential conflicts or concerns relating to parents and/or staff members.

- Agree to teach a class as deemed necessary, part time, during the school year.
- Assist teachers with any designated needs including Kids Klub.
- Assume responsibility of immunization program for all students including attending required annual training class.
- Willingness to learn our childcare program and maintain student records in accordance with state licensing.
- Attend monthly staff and evaluation meetings.
- Attend state required in-service training including but not limited to: CPR, First Aid, Universal Precautions, Medication Administration, and Safeguarding God's Children.
- Maintain or work towards a level 2 or higher credential of the Professional Development Information System (PDIS).
- Assist with the organization of, and ordering of supplies and materials.
- Other duties as assigned.

Americans with Disability Specifications

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee Signature

Date