

## **HIGHLANDS PRECIOUS GIFTS PRESCHOOL**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Interim Assistant Director

**GENERAL JOB DESCRIPTION:**

This individual will work closely with the Preschool Program Director to ensure proper and smooth operation of entire Preschool; will be fully knowledgeable of Florida Department of Children and Families (FDCF) Rules/Regulations as well as location of proper documentation of FDCF required subject matter; will maintain open communication with teachers and teachers' assistants thereby continually improving "people skills" in an effort to help maintain a positive work environment for all staff; will oversee maintenance of proper office supplies; will be required to complete administrative tasks as assigned; will work closely with church leaders and/or Preschool Advisory Committee (PAC) for the benefit of school as well as church; will be required to attend PAC meetings, and complete additional continuing education courses as offered. The candidate will function as an interim for a period of no less than 12 months. At that time, an evaluation will be completed. If the candidate has demonstrated proficiency in all required areas as stated herein, the position will be upgraded to Assistant Director with additional requirements and responsibilities.

**RESPONSIBLE TO:** Preschool Director  
Preschool Advisory Committee  
Session of Highlands United Presbyterian Church

**SPECIFIC RESPONSIBILITIES:**

- Become fully knowledgeable of FDCF and Florida Health Department laws and statutes regarding operation of child care facilities. Keep current on legislative changes. Be aware of location of proper documentation and be prepared to cooperate with any and all regulatory agencies for quarterly inspections.
- Work with administration (Director and PAC) when changes in policy are being considered.
- Work with Director to establish a workable open/close schedule and be prepared to be responsible for opening and closing procedures on assigned days.
- Work closely with teachers to ensure proper curriculum usage, adequate resources being utilized, schedules are working well, supplies are readily available, assistants are being utilized properly and to the school's greatest advantage.
- Stay current on latest trends in Preschool education arena. Stay alert and open to possibilities of new resources and cultivate those when appropriate.
- Maintain student health forms to ensure that they are kept current and complete.

- Work with Director to establish annual calendar and yearly curriculum schedule.
- Plan and execute field trips according to established schedule with specific attention to appropriateness for curriculum subjects.
- Assist with preparation of monthly calendars for distribution at least one week prior to first day of month.
- Work closely with Director and other staff members to select and organize parties and special events as needed.
- Be prepared to teach any class in cases of emergency and/or unavailable substitute teachers. Be available to furnish "extra hands" to aide teachers.
- Become familiar with common early childhood illnesses/diseases and their symptoms for purposes of diagnosing and determining when to send a child home.
- Gain a working knowledge of complete operation of Preschool. Help with administrative paperwork when necessary. Maintain general awareness of budget and financial status.
- Maintain healthy relationship with parents and students. Promote unity of staff within Preschool environment. Likewise, maintain positive relationship with church staff and various church members.
- Prepare/coordinate/lead brief in-service training opportunities when appropriate.
- Attend monthly meetings of Preschool Advisory Committee (PAC) for the purpose of providing information necessary for intelligent decision-making.
- Be prepared to attend meetings of PAC, Session, other committees or any other FDCF forums on legislative decisions.
- Demonstrate loyalty to and support of Preschool in outside environments. This support would include subjects such as Preschool teaching philosophy, mission statement, community outreach and excellent qualifications of staff members.

#### **SKILL AND EXPERIENCE REQUIREMENTS:**

- Candidate should claim Christianity as a personal belief
- Demonstrate a sincere desire to spend time with young children
- Excellent organizational skills
- Strong "people skills"; ability to manage people
- Creativity with flexibility (ability to keep open mind)
- Word processing skills helpful (Specifically Windows 98/Vista, Microsoft Word and Excel)
- Strong oral and written communication skills
- Strong follow-up skills, anticipating deadlines

## **EDUCATIONAL REQUIREMENTS**

- FDCF certification (40 hour training completed)
  - CPR and First Aid certification
  - High School Diploma or G.E.D.
  - Degree in Early Childhood Education
- or
- CDA or State of Florida equivalency
  - Florida Director Credential (Level 2 preferred) -- or in the process of attaining such to be completed within three months of employment.
  - VPK Endorsed Credential helpful

**HOURS:** Monday through Friday 6:45AM-6:15PM with some additional hours outside normal school hours. Specific hours and schedule to be determined by Director.

**SALARY:** Commensurate with qualifications. Made available upon request.