



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

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## Job Description

### Associate Director of Preschool

**Classification: Exempt**

**Report to: Director of Preschool**

**Date Revised: 8-19-2016**

#### **Summary**

The person in this position should be a committed Christian Disciple. Working with the Director of Preschool Education, this person will assist in planning and providing students with a high-quality preschool experience will act as Director in his/her absence, and assists in creating an environment that recognizes and communicates an understanding of Christian faith and values.

#### **Essential Functions for assisting the Director**

1. Ensure the school follows, meets and exceeds state licensing requirements
2. Ensure the school follows state licensing regulations
3. Prepare appropriate reports and information needed for each licensing organization and the church office
4. Provide continuous coverage of preschool phones and office to assure parents can contact the school readily
5. Promotes the preschool program and responds to inquiries regarding available programs and admission into such programs and provides tours to prospective parents & children
6. Handle parent complaints, questions and concerns
7. Communicate with parents by phone, email, meetings, newsletters and Facebook
8. Assures that faith development, Christian values and Bible stories are a regular part of the curriculum
9. Work with the Director of Children's Ministries, as needed, to coordinate on such issues as shared space and/or dedicated space as required
10. Work with teachers to assure that all classrooms are safe, attractive and developmentally appropriate
11. Monitor and ensure the safety of children, staff and facilities
12. Regularly inspect equipment and play areas to ensure safety and cleanliness and resolve issues

#### **Other Duties and Responsibilities**

1. With the approval of the Director, prepare and evaluate curriculum that promotes creative, physical, emotional, social, spiritual and cognitive development
2. Ensure appropriate staffing levels are achieved on a daily basis
3. Attend conferences and meetings on child care needs and education
4. Remain current on issues and trends in Early Childhood Education

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Mission: To Know Christ and to Make Him Known



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5. Attend regular teacher staff meetings
6. Follow all personnel guidelines set forth in the Staff Handbook
7. Must meet the requirements set by the Tennessee state licensing Department of Human Services
8. Assist in programming for both before and after care programming and summer camp program

### **Competencies**

1. Possess good interpersonal and managerial skills
2. Strong interest in children and their spiritual and educational growth
3. Ability to establish and maintain interpersonal relationships with parents, children and staff
4. Maintain confidentiality regarding children, families and staff
5. Knowledge of young children and their developmental stages
6. Technical/Financial
7. Personal Effectiveness/Credibility
8. Attention to detail
9. Collaboration Skills
10. Communication Proficiency
11. Flexibility
12. Confidentiality

### **Supervisory Responsibility**

This position supervises the Specialty Teachers, which includes Art, Music and Bible.

### **Work Environment**

This position operates in the midst of a Preschool with all the interruptions, noise and joy that very young children bring. This role routinely involves assisting with classrooms, helping with crying babies and communicating with parents. It also operates in a professional church office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. It also contains special production equipment folding and cutting machines.

### **Position Type and Expected Hours of Work**

This is a full-time position.

### **Required Education and Experience**

1. Minimum of Bachelor's degree
2. Five years' experience in preschool education



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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by the following necessary levels:

Direct Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Staff Parish Relations \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_