



**Position Title:** Assistant Preschool Director

**Reports To:** Preschool Director

**Essential Requirements:**

- Spiritually mature, born-again Christian, and can articulate a clear testimony of salvation.
- Believes the Bible is God's Word and standard for faith and daily living.
- Adheres to the HPCA Statement of Faith.
- Is a member in good standing at a local evangelical church with a Statement of Faith that agrees with HPCA's Statement of Faith.
- Motivate and Lead staff and students to grow in their faith and realize their self-worth in Christ.
- Integrate biblical principles and Kingdom Education philosophy in all interactions with staff, students, and families.
- Earned a minimum of a Bachelor's degree (Master's preferred), hold a teaching certificate from ACSI, and preferably a state certificate.
- Lead division and other meetings as directed by the Preschool Director (PD).
- Ensure proper discipline is maintained in the classroom and school premises for an appropriate learning environment.
- Maintain a clean, attractive, and organized work area.
- Plan broadly with the use of the primary school calendars.
- Ensure teacher grade books and lesson plans/materials are updated in FACTS and Canvas.
- Regularly attend full staff meetings, division meetings, and faculty/staff devotions. Lead meetings as directed by the PD.
- Evaluate instructional staff at a frequency that the school administration determines.
- Represent the school favorably both on and off campus.
- Develop and maintain a good rapport with students, parents, and staff by treating others with respect, dignity, and consideration.
- Follow Matthew 18 principles when dealing with students, parents, staff, and administration.
- Maintain communication with staff and parents consistent with guidelines in the staff handbook. Responding to communication within 24 hours during the work week.
- Know the guidelines within the Crisis Management Plan.
- Participate in all drills (fire, emergency, etc.) as directed by the PD. Assist in planning and conducting all drills.
- Maintain confidentiality regarding information about students, parents, and staff.
- Attend and participate in administrative meetings as needed by the PD and HOS.
- Adhere to principles outlined in the Staff Handbook.

- This position is evaluated per the school's policy on evaluation, this job description, and any follow-up or action items resulting from communication with the PSD or HOS.
- Perform other duties as assigned by the PD.

**Specific Requirements:**

**Job Responsibilities**

***Leadership***

- Cast vision and develop strategic plans consistent, and aligned, with the HPCA mission statement
- Recruit, equip, and oversee teachers and teacher assistants within the preschool
- Share your knowledge about teaching
- Promotes developmentally appropriate "hands-on" practices that are shared with co-workers
- Continually evaluate trends in preschool implementing current best practices for preschoolers, while evaluating the current program
- Anticipate the needs of the children, co-workers, and the classroom
- Implement and review the Policy Handbook of HPCA
- Responsible for assisting with the hiring new staff

***Interaction and Communication with Children, Family and Staff***

- Demonstrate effective communication skills
- Maintain confidentiality regarding children
- Partner with families by communicating regularly children's abilities and growth and this will build a meaningful partnership
- Communicate frequently with children throughout the day
- Greet parents and children as they arrive to school in the morning
- Bring any parent feedback or concerns about the children to the Administration
- Promote positive conversations with staff members
- Encourage staff members and comes alongside them when needed through kind words or notes
- Communicate to main campus Preschool Director regularly through emails and phone conversations
- Tour prospective parents as arranged by the Admissions Director
- Work jointly and cooperatively with the church staff
- Inform the minister and alarm company in advance of the monthly fire drills

***Guidance***

- Oversee preschool staff including professional development, yearly goals, supervision, and evaluation
- Help preschool staff implement the curriculum, provided by HPCA Curriculum Director
- Conduct yearly summatives with staff
- Use positive phrasing with children
- Redirect discipline practices that help the child find ways to solve any issues

- Support children's social and emotional development
- Interview potential parents and develop an ongoing relationship with families
- Model appropriate and respectful behavior to the children, staff and families

### ***Maintaining Environment and Materials***

- Follow opening and closing procedures
- Has healthy work habits and is ready and prepared to work
- Maintain a safe and positive learning environment.
- Maintain a clean and tidy classroom
- Keep a check on supplies and order from HPCA (Preschool Administrative Assistant)

### ***Planning Environment and Curriculum***

- Work with the Curriculum Director of HPCA to update, review and keep current with curriculum
- Work with the Curriculum Director to bridge the gap from preschool to Kindergarten at the academy
- Able to implement a play-based learning environment
- Able to help teachers make the classroom an environment for all types of learners - visual, auditory, reading/writing, and kinesthetic.
- Meet with fellow teachers to discuss, develop, plan, and implement activities, based on children's needs and the classroom environment
- Participate in staff meetings and training

### ***Record Keeping***

- Keep accurate enrollment records
- Maintain a Professional Development Log
- Knowledgeable regarding ACSI preschool guidelines, regulations, and ethical issues.
- Plan and implement fire drills, lockdowns, and weather drills as instructed by HPCA. Record the events on data sheet and turn into HPCA

### ***Assessments***

- Informal observations of teachers each week
- Twice a year conducts a formal observation of each teacher in the classroom setting
- Work with the Curriculum Director to make sure assessments are accurate about the curriculum and child development