

At University Place Presbyterian Church we strive to be the love of Jesus locally, intentionally, spontaneously and tangibly. As part of the University Place and Tacoma communities for nearly 100 years, our commitment to loving God and loving others remains a constant during times of change.

## **PURPOSE**

The purpose of the Assistant Director is to support the mission of Sunset Christian Preschool and University Place Presbyterian Church, to strive to be the love of Christ by providing oversight to our school in all areas, including staff hiring, ongoing staff development and training, curriculum selection and implementation, site and facilities management, teacher support, providing oversight and record keeping to our school registration accounts, school tuition and financial accounts, as well as financial oversight in coordination with the Director.

## **HOURS**

This is a part time position, at least 25 hours a week.

## **QUALIFICATIONS**

The Assistant Director will need:

- Have at least two years of experience working with young children in a learning environment.
- Assistant director should be professionally trained and hold a state certificate/Associate's Degree in Early Childhood Education.
- Current Portable Background Check and fingerprinting done through the MERIT system
- Registered with MERIT (Washington State Department of Early Learning)
- Annual 10 hours of STARS training
- Annual Blood Borne Pathogens and HIV Training Certification
- Have a cleared TB test and proof of current MMR on file before first day of work
- Maintain current CPR and First Aid card, and Food Handlers Card
- Demonstrate a love of children and an enthusiasm for their work
- Be able to take direction from SCP Director and work successfully in a team environment

## **RELATIONSHIPS**

This call will maintain close, complementary, supportive relationships with the volunteers, families, and staff of Sunset Christian Preschool. This position is accountable to the SCP Director and the UPPC Minister of Youth and Children.

The SCP Assistant Director will seek and strive to live the values and covenants of the Ministry Teams of UPPC:

- We will grow in our faith and in our skills, seeking an ever-deepening relationship with God and expanding our professional competencies and abilities.

- We will speak the truth in love, offering one another respectful, honest, and clear communication in the context of a caring commitment to one another's growth.
- We will seek to maintain spiritual integrity in our professional and personal lives.
- We will be present for one another and for one another's families, in times of celebration and crisis, empowering one another to the good work for the ministry.

## RESPONSIBILITIES

### Responsibilities:

The Assistant Director will:

- Faithfully spend significant quality time in the study of God's Word, prayer, and the practice of an abiding faith in Jesus Christ.
- Assist in providing supervision and support for teachers in developing and implementing curriculum.
- Assist in staff training and conduct performance reviews and teacher observations; assist in monthly staff meetings.
- Help ensure licensing requirements are being adhered to.
- Provides direction and oversight of facility concerns and ordering of supplies and materials.
- Assist the Director in preparing materials for trainings and staff meetings.
- Assists with teacher and staff requests as needed.
- Provide for and coordinate registration and on-going event information for the preschool families, including follow up on required paperwork.
- Respond promptly and warmly to parent questions, concerns, and requests.
- Work in coordination with Director to assist families with questions regarding preschool registration.
- Create and maintain registration materials and necessary forms for families and children.
- Organize and maintain all tuition accounts.
- Have working understanding of and uphold the following SCP Policies and guidelines:
  - Parent Handbook
  - Disaster Response Handbook
  - Health Care Policy
  - Staff Handbook
- Participate in extra-curricular activities that include but may not be limited to:
  - Monthly staff meetings
  - Morning prayer
  - Classroom field trips



- Attend Staff Training dates, all Classroom Set Up and Clean Up days, Parent Orientation Night, Meet the Teachers, Christmas Pageant, Auction and Movin' On

Hours: This is a part time position, about 25 hours a week