

**Christ Community Church
Mustard Seed Preschool
Assistant Director**

General Function: The Mustard Seed Preschool (MSP) Assistant Director, under the supervision of the MSP Director, is responsible for the overall management, planning, organizing, and staffing of the Mustard Seed Preschool, resulting in a quality classical grace-based, preschool education.

Essential Functions:

- Promote, educate, and protect the vision of Mustard Seed Preschool.
- Supervision of MSP staff, to include training, discipleship, equipping and management
 - Collaborate with the Director to jointly plan and run Fall teacher training.
 - Oversee Discovery Time Lead staff to ensure quality of MSP curriculum and supplies.
 - Lead staff meetings and Devotions in the absence of the Director.
 - Secure subs for teachers as needed twice per week.
- Supervise Enrollment Process
 - Manage student registration including application, fees, and online form management.
 - With assistance from the Director conduct tours and follow up with prospective families, including planning and implementation of Tour and Preview Days.
 - Maintain all student records
 - Handle all scholarship applications and communicate with the Finance Team of the MSP Advisory Board
- Coordinate all State Licensure requirements: Document training hours, emergency management records, licensure inspections and immunization records.
- Assist with daily administrative processes
 - Monitor entrances of the school during drop-off
 - Assist with carline for dismissal

- Coordinate with Director in handling student discipline
- Communication
 - Compile weekly staff newsletters
 - Review Classroom newsletters as needed
- Coordinate Special Events
- Manage School Calendars

Qualifications

1. Education: Bachelor’s degree in field related to education, child development, or related field
2. Experience: Minimum of three years working with children in school setting or other venues.
3. Spiritual: Must be a professing Christian with a true calling and passion for ministry.

Competencies:

- Ability to manage multiple concurrent projects
- Excellent skills in staff supervision, motivation
- Analytical and problem-solving skills
- Demonstrated aptitude for servant leadership
- High ethical standards and an appropriate professional image
- Strategic visionary with sound technical skills, good judgment and decision-making skills
- Well- organized and self-directed individual who is a skilled team leader and a team player.
- Ability to relate to diverse people at all levels of an organization
- Excellent written and verbal communication skills

Compensation: This is a salaried position, requiring 39 hours per week over 42 weeks. Salary is commensurate with experience.