



Position Description for
Preschool Assistant Director

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Preschool Assistant Director

Reports to: Preschool Director and Senior Director of Finance and Administration

Employment Status: Fulltime, Non-Exempt

3 Imperatives:

- Ability to create an environment where children are safe and nurtured.
- Committed to creating an environment where children are valued as individuals.
- Ensure children are supervised at all times.

Summary of Position: Support the Director in the day to day running of the center. Communicating with parents, working with children and administrative responsibilities.

Minimum Qualifications:

- Meet the qualifications required by the State of Minnesota.
- High school diploma or equivalent
- Sensitive and responsive to the spiritual and human needs of children, their parents, and staff.
- Ability to communicate with children, parents, and staff.
- Ability to work under authority and as a team with entire staff for the benefit of the children and the center.

Duties/Areas of Responsibility:

- Training and supervising staff
- Recruiting, admitting, orienting children and parents

Duties/Areas of Responsibility continued:

- Conducting staff meetings, planning continuing education, safety training, and communicating with staff
- Maintain an environment that reflects the love of Jesus to every child
- Establish opportunities for children to grow academically, socially, and spiritually
- Promote a safe physical and social environment for preschoolers
- Build positive relationships with children, parents, and staff
- Schedule substitute teachers as necessary
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- **Required:**
 - Belief that Jesus is the one and only Son of God and the only name that can save a human being.
 - Be filled with the Holy Spirit and demonstrate the use of spiritual gifts;
 - A good grasp of the Bible and a belief that the Bible is the inspired Word of God.
 - Excellent interpersonal and communication skills; approachable
 - Ability to multi-task effectively
 - Organized record-keeping and other work habits
 - Ability to train and mentor others
 - Working knowledge of Microsoft office
 - Ability to work with ethnic diversity
- **Optional, but desirable:**
 - 4 Year degree in early childhood education
 - Experience as a preschool teacher
 - Experience in sharing heart and guidance issues with parents of young children

Outcomes Required:

- Sustain a positive image of a high quality, Christian based Preschool and Childcare education program while consistently meeting enrollment expectations.
- Assist in annual budget preparation and administer then as approved, as needed.