

ASSISTANT DIRECTOR **OF ST. MATTHEW'S UNITED METHODIST CHURCH WEEKDAY SCHOOL**

Responsibility

Assist the Director with operations associated with the St. Matthew's United Methodist Church Weekday School (WDS). Supervised by the Director of the WDS and overseen by the Weekday School Board of St. Matthew's UMC.

Desired Qualifications

- At minimum a Bachelor's Degree, with a preference for administration experience
- Qualifying experience in children's education, preferably faith-based setting
- Demonstrated competence in administration
- Knowledge of Excel, Word, PrintMaster, Wordpress, Formsite, Constant Contact, Brightwheel, Square Space & social media
- Experience with financial administration, budgeting, book-keeping, and cash flow
- Current certification in First Aid and CPR

Job Hours

- 40 hours per week, Hours as determined by Director
- 12 months of the year: August 1 – July 30

Relationship to Church

The Assistant Director of St. Matthew's Weekday School is an integral part of the St. Matthew's United Methodist Church.

- Works with the WDS Director, St. Matthew's church treasurer, accounting service, and Finance Committee.
- Participates as a non-voting member of the St. Matthew's WDS Board which oversees WDS operations. In collaboration with WDS Director, provides financial statements and information to WDS Board as needed.
- Attend weekly church staff meeting when appropriate.

Leadership / Management

- Assist Director with supervision and motivation of WDS teachers.
 - Attend all staff meetings and programs sponsored by WDS.
 - Assist the Director in planning and conducting training sessions for staff professional development requirements.
- Serve as a resource and support for the families of WDS students.
 - Communicate regularly with parents via email, newsletter, etc.
 - Work with teachers in planning parent-teacher conferences.
 - Ensure sensitivity to diverse cultural, ethnic, linguistic, and socioeconomic backgrounds.

Early Childhood Education

- Assist the Director with curriculum implementation.
- Implement current best practices and models of education and faith development, including a working knowledge of developmental milestones for children.
 - Pursue opportunities to maintain professional acumen of at least 16 hours of professional development training 10 of which should focus on preschool administration. Provide written evidence of completing these hours to the WDS Board.

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- Conduct regular observation and assessment of WDS students as needed to help with conferences and/or identifying special needs or accommodations.
- Remain current on best practices regarding children with special needs and accommodations as required by Americans with Disabilities Act (ADA).
 - Refer parents to available community resources as needed.
- Assist the Director in planning field trips, special events, and attend WDS functions.
- Assist in the classroom in place of teacher absence.

Business Operations

- Work with the Director to manage the daily operation of the WDS office including attendance and sick reports.
- Assist with the opening and closing of the school in the fall and spring.
- Plan and budget financial resources in coordination with the WDS Board and Director.
 - Prepare suggested annual budget, tuition, and student fees for review to WDS Director and WDS Board annually.
 - Responsible for book-keeping, accounting, budgeting, and cash flow management
 - Work with Director and WDS Board on fundraising for WDS.
 - Submit monies collected and bills received to SMUMC accounting service
 - Maintain inventory of supplies, snacks, and all permanent materials and equipment used by the WDS
 - Order school supplies as needed
 - Receive tuition payments, provide receipts, and follow-up on delinquent payments.
- Ensure compliance with State and County codes, regulations, and licensing pertaining to early childhood program services (health, safety, etc.) as needed.
- Report maintenance and facility issues (including playground) to St. Matthew's UMC Board of Trustees.
- Assist with management of registration, including advertisement of deadlines and maintaining a wait-list when needed.
- Assist with maintenance of confidential student files, including required medical forms and allergy list.
- Assist with arrival and departure of preschool children.
 - Ensure pick-up and drop-off authorizations are in order.
- Reconcile monthly credit card statement with Director Approval.
- Assist with other duties as needed.

Communication

- Maintain communication with staff and parents (mail, email, phone, website, etc.)
- Manage WDS website and Facebook page.
- Greet visitors and assist with conducting tours for prospective students.