

John Knox Presbyterian Church

Normandy Park, Washington

Position Title: Assistant Preschool Director

Time Requirement: Part-Time, 20-30 hrs/wk (Non-Exempt)

Compensation: \$28-\$30.00/hr DOE

Accountability:

The Assistant Preschool Director reports to the Preschool Director, collaborates with the preschool ministry team and is ultimately accountable to the Session of the John Knox Presbyterian Church (JKPC).

Summary:

The Assistant Preschool Director will work in conjunction with the Preschool Director to fulfill the preschool's mission of providing a welcoming, caring, and creative environment in which young children can grow emotionally, socially, intellectually, physically, and spiritually. To achieve this mission, the Assistant Preschool Director will model a Christ-like attitude in relationships with staff, children, and their families.

Essential Duties and Responsibilities

- Assist the Preschool Director in leading teaching staff, supporting families, and nurturing the growth and development of the children in our program, building positive relationships with all.
- Collaborate with the Preschool Director to design, plan, and lead chapel sessions for preschool children.
- Assist the John Knox Community Preschool leadership in designing, implementing, and reviewing an ongoing strategic plan for the relational engagement of preschool families, including coordinating seasonal activities and events with staff.
- Attend and actively participate in ministry team meetings, supervisory meetings, and training sessions. In the absence of the director, attend JK church staff meetings.
- Lead, with support, the summer camp staff for our summer camp program.
- Actively participate in and collaborate in visioning for the preschool, as we seek to explore expanding opportunities for our ministry to meet the growing needs of our community.
- Actively engage in the hiring and training process for all preschool staff.
- Coordinate with other JKPC ministry leaders and teams to promote and encourage continuity in reaching families with children.
- Willingness to step into various roles throughout the school as needed.
- Maintain behavior that is consistent with the conduct and behavior expectations outlined in the JKPC Employee Handbook.
- Other duties as assigned by supervisor.

Qualifications

- Education: College degree or equivalent in Early Childhood Education. State licensed/certificated or willing to work toward that goal.
- Work Experience: Must have worked in an early childhood education center or preschool for at least 2 years.
- Strong communicator (verbal and written) who consistently demonstrates a keen ability to work collaboratively and effectively cultivate healthy relationships while maintaining appropriate boundaries.
- Technical competency (e.g. in computer applications, Microsoft Office).
- Candidates will be required to successfully complete background screening before they can be hired.

Essential Character and Values

- A disciple of Jesus Christ in whom the fruit of the Spirit is evident and committed to a personal faith marked by growth and vitality.
- A Christian who approaches leadership from a place of vision, creativity, and intentionality.