

***Main Street Day Care/Preschool  
Assistant Director Job Description***

**Spirituality:** To continue the mission and purpose of Main Street United Methodist Church, the Assistant Director must profess Jesus Christ as Lord and Savior. The Assistant Director must be actively involved in a Protestant church.

**Education and Experience:**

- The Assistant Director must be at least 21 years of age.
- The Assistant Director must have graduated from an accredited high school.
- The Assistant Director must have at least 3 years of experience with child care/preschool age level children.
- The Assistant Director's qualifications must meet or exceed qualifications as written in the Minimum Standards for Child Care in the Commonwealth of Virginia handbook.
- The Assistant Director must have the ability to manage both people and resources honestly, efficiently, and graciously, with evidence of emotional maturity and stability.
- The Assistant Director must have competency in written and oral English, with the capability of using computer programs as required for this position.

**Accountability:** The Assistant Director is responsible to the Program Director and the Day Care/Preschool Board of Directors, with accountability to the Senior Pastor of this church.

**Function:** To support the Program Director and help to manage certain facets of the weekday child development program for the Day Care/Preschool, in accordance with current state licensing regulations and church policies.

**Responsibilities** will include, but are not limited to, the following:

Daily Operations

- Log in and administer medications.
- Maintain:
  - Accident log
  - Registration list
  - Petty cash box
  - All files (staff, children and finances)
- Be responsible for accounts receivable.
- Assist with the Christian ministry aspects of the program
- Be one of the three people (Director, Assistant Director or Director Designee) at least one of whom must be present in the facility during operating hours (6:30am – 6:00pm).
- Open or close the facility on a rotating basis with Program Director or Director Designee.

Weekly Duties

- Prepare CACFP reimbursement vouchers (claim form).

Other Duties

- Report extreme accidents to the insurance company.
- Prepare yearly tax statements for parents.
- Prepare end of month reports.
- Prepare and maintain records to be reported for Dept. of Social Services for eligibility recipients.
- Coordinate fundraising.
- Purchase supplies.
- Get estimates and arrange for repairs.
- Do child assessments.
- Publish monthly calendars.
- Back up financial reporting.
- Plan events for parents

***Revised June 16, 2011***