



Preschool Assistant Director

Job Description			
Position:	Preschool Assistant Director	Date Created:	4/23/2025
Department:	Ancillary Services	Job Type:	Full-Time, 10-month
Reports To:	Director of Ancillary Services	FLSA Category:	Non-exempt
Placement Schedule: PreK Placement Schedule			

POSITION SUMMARY:

Under the general supervision of the Director of Ancillary Services, the Preschool Assistant Director supports all aspects of the preschool program including overseeing staff and managing day-to-day operations in addition to, when needed, assuming the duties and responsibilities of the Preschool Teacher position.

KEY RESPONSIBILITIES:

- Provides a healthy, safe, and secure environment for children.
- Acts as state licensing contact on record for Department of Children and Families.
- Assists the Ancillary Services Director with any state licensing issues during quarterly, annual, or other inspections.
- Assists Ancillary Services Director with daily oversight of Preschool staff related to performance, attendance, scheduling, meal breaks, etc.
- Acts as the primary source of communication when the Ancillary Services Director is unavailable.
- Reports the daily lunch count to Food Service Manager.
- Leads bi-weekly staff meetings with Preschool teachers.
- Performs some or all of the duties of the Preschool teacher as required by organizational, staff, or child needs.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (required).
- Associate's degree in early childhood education or equivalent discipline acceptable by the CEO and BHCA, Inc. Board of Directors (preferred).
- 3+ years of training and experience in an educational or childcare environment (preferred).
- Completion of 40 hours of initial training in childcare as required by Department of Children and Families within 90 days of start date is required.
- Current applicable Federal and State of Florida professional certification/licensure.
- Training/certification in infant and child CPR/First Aid.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to administration as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.



Preschool Assistant Director

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____