

Crossroads United Methodist Church  
Job Description for:  
**HOPE Preschool  
Assistant Director**

**Overview**

HOPE Preschool is an early childhood, Christian-based education center serving children ages three through five, and their families. As a ministry of Crossroads United Methodist Church, HOPE Preschool provides a quality, developmentally appropriate education program in the community. The primary focus of the preschool is on the physical, social, emotional, intellectual, and spiritual development of preschool children.

The **HOPE Preschool Assistant Director** position is vital to the ongoing success of Crossroads' ability to live into our vision to connect with Families, Serve our community, and offer an Unlimited Welcome.

**Accountable to:** HOPE Preschool Director

**Job Type:** Non-exempt, Full-Time salaried

**Work Hours:** Monday - Thursday 8:00 am - 3:00 pm; Friday 8:00 am - 12:30 pm

- Also expected to participate in after hours activities, as needed, including Staff Meetings, Parent Orientation, parent events, and any additional preschool sponsored activities

**Leadership Responsibilities:**

- Act as Director in the event of Director's absence when preschool is in session
- Assist Director with preschool developmental practices in classrooms
- Assist the preschool staff with educational and behavioral management guidance
- Maintain a team relationship with all staff
- Maintain a supportive relationship with preschool families and CUMC staff

**Administrative Responsibilities:**

- Maintain and update preschool website
- Assist Director in maintaining criminal background checks and to fulfill the Church Exempt Licensing Documentation of the Commonwealth of Virginia
- Act as point person for all school wide email communications and announcements to include monthly tuition payment reminders
- Provide communication to newly enrolled families to include placement confirmation, Parent Handbook, Enrollment Paperwork, and all other required information
- Create and maintain student information to include Master List, Class Lists, Emergency Forms, and Student Files
- Assist Director with all tasks related to the annual registration of students and filling class openings throughout the school year

- Assist Director with maintaining and updating all forms and documents required of families and staff
- Maintain custody of all building FOBs, office keys, classroom keys, and classroom combinations. Document the issuance of and collection of aforementioned items
- Assist Director with all staff, parent, and other meetings
- Assist Director in creating and maintaining all preschool calendars and schedules; communication of preschool activities that affect CUMC
- Oversee all after school and enrichment programs
- Assist Director in scheduling all staff in-service training classes
- Assist with fire drills and maintain all documentation required for Fire Marshall inspection
- Assist with all duties associated with car line on a daily basis
- Other duties as required in order to maintain uninterrupted operation of preschool

**Qualifications:**

- Undergraduate degree; preferably in child development, early childhood education or elementary education; OR at least 5 years of experience working in a preschool environment
- Excellent leadership, interpersonal, organizational, and communication skills
- Ability to be flexible in an ever changing daily work environment
- Demonstrated ability to work as a member of a team

**Technical Abilities:**

- Proficient computer skills to include Gmail, Google Docs and Sheets, Microsoft Word and Excel
- Assemble and maintain preschool equipment to include furniture, toys, and other equipment
- Use and maintenance of die cut, laminating, binding, and copy machines

Crossroads United Methodist Church/HOPE Preschool is an equal opportunity employer. All are welcome and encouraged to apply regardless of race, sexual orientation, gender identity or political views.