

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Assistant Director of Weekday School

Reports to: Director of Weekday School
Directly Supervises: Weekday School Teachers and Assistants
Status: Part Time, 25 hours per week, 10 months per year
FLSA: Exempt

Job Summary

Performs managerial, professional, and coordinative duties in support of the Weekday School. The Assistant Director will be responsible for assisting the Director in implementing the vision of the WDS, overseeing the WDS camps, and developing and carrying out marketing strategies.

The WDS should above all bear witness to God's grace and love through the nurturing of growth in every child and family enrolled in the school. The Assistant Director is responsible for helping to provide a Christian environment with planned experiences for children's spiritual, intellectual, and social enrichment that encourages development as children of God.

Essential Functions:

- **Vision**
 - Assist with the implementation of strategic vision for Weekday School (WDS) in conjunction with the church's vision
 - Be knowledgeable about and help coordinate appropriate curricula for the age groups and activities of the programs and supervise their implementation in the classroom
 - Ensure that staff are following best practices as defined by NAEYC (National Association for the Education of Young Children)
- **Marketing**
 - Increase overall program visibility through the use of social media, website, and print materials
 - Coordinate marketing effort with church communications staff members
- **Camps**
 - Assume the lead role for the Weekday School camp program
 - Work with staff to plan, market, and implement summer and Christmas camps
 - Coordinate camp revenue and expenses with Administrative Assistant

Other Responsibilities:

- Assist with the observation of all class and program activities
- Evaluate Teacher Assistants under the direction of the WDS Director
- Track forms for each child (health, photo release, Safe Sanctuary, etc.) and ensure that all children have necessary paperwork turned in
- Attend WDS Committee meetings
- Attend WDS special events and workshops

- Assist with the coordination of staff development, including attendance at age level meetings
- Order daily supplies, including paper, paint, other craft materials, and housekeeping supplies in accordance with WDS budget
- Substitute for staff as needed
- Other duties as assigned by WDS Director and WDS Committee

Minimum Qualifications:

- Bachelor’s Degree in Education. Prefer major in early childhood education or related field.
- Minimum of 3 years experience as a teacher in preschool program or elementary school setting
- Strong computer skills, including word processing, Excel, online transactions, social media, and website maintenance
- Advanced writing and reasoning skills
- Effective at communicating in public forums
- Solid math skills
- Possession of a valid North Carolina driver’s license

Physical Requirements:

- Handling of files, books, and boxes of documents and other office equipment
- Tolerating a moderately noisy work environment
- Moving throughout the building and attending off-site functions and training

Core Competencies:

Supervising Work: Is good at establishing clear expectations and setting clear direction; sets stretching objectives; provides regular and ongoing feedback about performance

Team Orientation: Creates strong morale and spirit; shares wins and successes; creates a feeling of belonging and pride in the team, desires to empower others, promote cooperation, and build collaborative relationships.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of staff; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable. Earns the trust of the WDS Committee as well as the WDS staff and church staff. Adores children.