



## **DELAWARE CHRISTIAN ACADEMY ASSISTANT DIRECTOR JOB DESCRIPTION**

*STATUS: FULL-TIME, SALARY*

### **VISION AND MISSION OF DELAWARE CHRISTIAN ACADEMY**

Delaware Christian Academy exists for the purpose of bringing glory to God. Our goal is to partner with families to provide a high standard of excellence in character development, Christian education, and academics in a Christ-centered environment. It is our desire and intention to honor children's different learning styles and build their self-esteem by laying a foundation of faith, community, and servanthood where all children feel valued and can achieve success.

As a ministry of Delaware Christian Church's exuberant faith community, we strive for children to experience God's love, grow in a Christ-centered educational environment, and be equipped to impact the world.

### **THE ROLE OF THE ASSISTANT DIRECTOR**

The Assistant Director plays a crucial role in supporting the Director of Delaware Christian Academy (DCA) in managing the day-to-day operations of the school and ensuring compliance with state licensing regulations. In addition, the Assistant Director serves as the Educational Coordinator for the center. The Education Coordinator is responsible for overseeing the development of students and teachers. It is crucial for the Assistant Director to establish strong relationships with parents and staff, built on trust and open communication. As the Educational Coordinator, the Assistant Director is responsible for supervising and guiding teaching staff to ensure that they provide quality care and education to the students. To do this effectively, the Assistant Director must have a deep understanding of child development and stay up to date on current Kindergarten readiness standards. By fulfilling these dual roles, the Assistant Director ensures that Delaware Christian Academy provides a safe and nurturing environment where students can thrive and achieve their full potential.

## **GOALS & EXPECTATIONS**

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- Bring skills and experiences to provide quality leadership to existing programs, people, and students.
- Cultivate a nurturing and empowering culture that results in committed teachers and staff who love Jesus and love students.
- Support DCA's mission and vision by maintaining and growing enrollment and fostering family engagement.

## **PRIMARY RESPONSIBILITIES & TASKS**

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- Attend weekly church staff meetings.
- Participate in weekly planning and execution of enrollment processes.
- Partner with Administrative team on classroom placement and enrollment availability.
- Be familiar with DCA operations, programming, tuition pricing, and current early childhood and Kindergarten readiness standards.
- Conduct tours with future families in a professional and Christ-like manner.
- Be knowledgeable of ODJFS rules and procedures regarding Early Childhood Education.
- Become familiar with and implement Conscious Discipline curriculum while resolving escalated behavioral issues.
- Assist Director in the hiring process by recruiting teachers and staff, conducting interviews, and training new hires.
- Plan events for DCA's monthly calendar, special events, and programs in coordination with Director.
- Responsible for facility management by learning proper opening and closing procedures.
- Use effective communication strategies when faced with different situations: face-to-face, over the phone, and online (email or social media).
- Examine lesson plans, parent boards, and children's portfolios throughout the year for completion standards.
- Create and maintain all teacher resources and materials.
- Assist Teachers in planning a preschool graduation at the end of May.
- Complete teacher observations with Director twice a year.
- Oversee that students are developmentally ready for kindergarten in the following aspects: academically, spiritually, emotionally, and behaviorally.
- Complete classroom environmental checklists according to ODJFS standards on a quarterly basis.

- Training of new teachers and teacher assistants/continual mentorship of teachers and teacher assistants.
- Assist in the development of annual DCA budget and be a responsible steward of the budget.
- Uphold the policies and procedures of DCC (Delaware Christian Church).
- Educate, encourage, and facilitate staff participation in church and center-wide community outreach initiatives.
- Be a team player executing miscellaneous duties that contribute to the vision and mission of DCC (Delaware Christian Church)

## **PERSONAL RESPONSIBILITIES**

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- Be active in seeking God about plans for DCA.
- Maintain God oriented priorities in your life.
- Be loyal to the vision and staff of DCA and always protect the unity of the staff and school-family.
- Demonstrate a Christ-like attitude in interactions with families, staff, and volunteers.
- Maintain a culture of empowerment, transparency, teamwork, effectiveness, purpose, people over programs and self-reflection as outlined in the staff handbook.
- Demonstrate commitment to Christ and the mission and vision of DCA.
- Exhibit a personal and growing relationship with God and a teachable spirit.

## **STRENGTHS AND SKILLSETS**

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- Must have or acquire working knowledge of Microsoft Office, Canva, Social Media, etc.
- Must understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications, like email and social media.
- Ability to work independently and with a group.
- Ability to maintain confidentiality.
- Willingness to work closely with the DCA Director and DCC Pastor to grow facilitate ongoing growth of the center.
- Must be enthusiastic about teaching staff and creating a positive atmosphere.
- A leader and a self-starter with strong organizational skills and attention to detail.

- Outgoing and engaging personality with a strong passion for Early Childhood Education.
- A team player and team builder who focuses on the entire organization.
- Ability to manage and delegate responsibilities as needed.
- Patience and compassion in all interactions with parents, staff, and children.

## **YOUR TEAM**

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- This position reports directly to the Director with oversight from DCC Pastor and Church Administrator.
- This position does have supervisory responsibilities.

## **SCHEDULE**

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- This is a salary position working approximately 45 hours a week.
- DCA is open Monday – Friday 7:00 a.m. – 6:00 p.m.
- Your scheduled hours are 7:30 a.m. – 4:30 p.m. with periodic changes.
- Communicate daily with the Director.
- Attendance is expected at various activities outside of the typical work schedule: yearly art show, Christmas program, staff meetings, etc.