

New River Baptist Association
Baptist Education Center

Position Description
Assistant Director

I. ADMINISTRATION

1. Position Title: Assistant Director
2. Employed by: The Director of the Baptist Education Center with the concurrence of the Associational Missionary. Employment may be terminated by the employee, or the Director of the Baptist Education Center, with the concurrence of the Associational Missionary. Two weeks notification is required unless mutually agreed upon.
3. Probationary Period: The Assistant Director will be probationary for three months, after which a letter of permanence will be issued, if performance is satisfactory.
4. Other Personnel Policies: As covered in the Personnel Policies.
5. Salary: As budgeted and as stipulated in the Personnel Policies.

II. RELATIONSHIPS

The Assistant Director is directly responsible to the Director of the Baptist Education Center in the performance of duties relative to the position.

III. PRINCIPLE FUNCTION

The principle function of the Assistant Director is to assist the director in the daily administration and function of the children's ministry of Baptist Education Center.

IV. MAJOR RESPONSIBILITIES

1. The Assistant Director shall conduct himself/herself as a Christian and seek to bear effective witness of the redeeming love of God.
2. Work with the Director of the Baptist Education Center in implementing a Christian educational child care program.
3. Assist the Director of the Baptist Education Center with the following duties and responsibilities:
 - Welcome guests & visitors.
 - Provide tours to prospective students & parents.
 - Verify identification of new persons in or around facility.
 - Check ID on new individuals who are picking up children from the center.
 - Escort new individuals to child's classroom to confirm identity for the teacher.
 - Receive & record incoming calls & messages.

- Receive & receipt tuition payments.
- Assist Director with playground safety checks & fire drills.
- Insure order, cleanliness and safety of the classrooms, restrooms, and playgrounds.
- Enroll children, collect & record registration fee, provide parent handbook.
- Process new students, assign payment page, record birthday, enter child's information on card file, enter known allergies on allergy list, add to roll.
- Assist the Director in keeping necessary forms updated and posted: such as allergy list, attendance rosters, emergency aid information for center and children, fire drill information
- Help maintain a supply of necessary forms and pamphlets.
- Help maintain center, children's and staff files as required by North Carolina day care regulations.
- Assist in providing orientation to new staff, keeping all staff informed of North Carolina day care regulations.
- Observe and assist the Director in evaluating new & permanent staff.
- Assist the Director in scheduling, coordinating, and promoting internal activities, i.e. playground, chapel, field trips, speakers, as well as extra-curricular events such as graduation, 4th of July Picnic, and Christmas program.
- Assist the Director in preparation for the annual immunization audit and the annual state inspection.
- Maintain appropriate contact with parents, both verbally and written communication, i.e. monthly newsletters and notices.
- Assist in yearly planning, curriculum, calendar, holidays & summer camp.
- Serve as a team member seeking to foster fellowship throughout the Baptist Education Center.
- Positively accept all other responsibilities, to include promoting the safety and welfare of the children and ministry of the Baptist Education Center.
- In absence of the Director, the Assistant Director will assume full responsibility regarding the operation of the child care ministry; to include opening and securing the facility.