



POSITION

Assistant Director of Presbyterian Day School (PDS)

Hourly position: 20-25 hours/week (Aug - May); 15 hours/week (Jun-Jul)

Presbyterian Day School (PDS) at Signal Pres is led by the Director and Assistant Director. PDS engages more than 90 families, 114 kids (6 months to Pre-Kindergarten), and employs 18 staff members. In close partnership with the Director of PDS, the Assistant Director will assist with administrative, management, and operational tasks as a means to fulfill PDS's vision to show the love of Christ to children and families of the Signal Mountain Community.

PERSONAL QUALITIES

- Conveys a sincere heart for the ministry of Presbyterian Day School and understands that the manner and attitude with which the job is performed should reflect a striving to bring to Christ the best we can give
- A proven track record of interacting with children in a loving and encouraging manner and maintaining sensitivity to a child's background, interests, and needs

RESPONSIBILITIES

Financial & Administrative Management:

- Monitors and maintains the preschool operational budget
- Oversees billing, tuition invoicing, registration fees, payroll processes, and employee attendance records
- Assists with purchasing and tracking classroom supplies, materials, and operational resources within approved budget parameters
- Maintains accurate records and demonstrates proficiency with office software, enrollment systems, and administrative platforms

Operations & Program Support:

- Supports the supervision and management of preschool staff
- Oversees student registration and enrollment processes for prospective and returning families
- Addresses daily operational needs and challenges with sound judgment and professionalism
- Supports compliance with state licensing requirements, school policies, and PDS procedures
- Collaborates with staff to address student learning, developmental, and behavioral concerns in a caring and constructive manner
- Implements discipline practices in accordance with the PDS Handbook

Professional Conduct & Community Relationships

- Demonstrates professionalism, responsibility, integrity, and discretion in all school matters
- Treats children, families, and staff with dignity, respect, and Christlike love
- Works cooperatively with staff, shares ideas constructively, and contributes to a positive team culture
- Pursues concerns through appropriate channels and represents PDS and Signal Pres in a manner consistent with their mission and values, including appropriate use of social media



Professional Qualifications & Development

- Demonstrates strong organizational, problem-solving, and decision-making skills
- Meets all state licensing requirements, including annual continuing education requirements
- Maintains current First Aid and CPR certification

REQUIREMENTS

- Be a committed Christian with a strong desire to know Christ, live as his follower in the world, bear witness to his love in ALL times and in ALL places, and practice one's personal faith in the worship and ministry of the church.
- Demonstrates a profound love for kids and families and a proficient skillset in administrative organization
- Holds a college degree

ACCOUNTABILITY

The Assistant Director of PDS will report to the Associate Pastor of Family Ministry and be accountable to the Senior Pastor and church Session.

EVALUATION:

The Assistant Director of PDS will be reviewed annually by the Associate Pastor of Family Ministry. He, along with the Personnel Committee, will annually review the adequacy of compensation.