

Preschool Assistant Director

Win: Partner with the Preschool Director to lead the daily life of the preschool, supporting staff and classrooms so children and families experience a safe, joyful, and Christ-centered environment.

Reports to: Preschool Director

Roles

Daily Operations Leadership

- Lead the day-to-day execution of preschool operations across all classrooms in partnership with the Director
- Ensure schedules, systems, environments, and curriculum implementation run smoothly and consistently
- Identify and resolve operational issues quickly to maintain a high-quality experience

Staffing & Classroom Coverage

- Lead daily staffing plans, classroom coverage, and schedule adjustments
- Coordinate substitute teachers and respond to real-time staffing needs
- Provide day-to-day coaching, leadership, and direction to staff in partnership with the Director

Systems, Safety & Compliance Execution

- Support and carry out policies, procedures, and systems with consistency and accuracy
- Ensure all environments meet Chapel standards of safety, cleanliness, and excellence
- Maintain records, documentation, and operational processes

Family Communication & Frontline Support

- Serve as a point of contact for day-to-day family communication
- Respond to routine parent questions and needs with clarity, care, and consistency
- Escalate significant concerns appropriately while maintaining trust and professionalism

Events & Program Execution

- Work closely with the Director on logistics and execution of preschool events and family engagement opportunities
- Coordinate details, staffing, and communication for all events
- Ensure events reflect a high standard of organization, care, and excellence

Qualifications

- A deep love for God and others
- A committed follower of Jesus Christ marked by integrity and authenticity
- Chapel Member in agreement with church's mission, values, and beliefs
- Proven leadership experience in education, childcare, or preschool environments
- Strong organizational and administrative skills
- Ability to lead systems and people in a fast-paced, detail-oriented environment
- Strong communication, problem-solving, and decision-making abilities
- Bachelor's Degree in Education preferred
- Demonstrated leadership capacity

Regular Work Schedule: 3 Days—Average 24 hours/week. Scheduled breaks when preschool is closed plus limited PTO days. Exempt Hourly (PRN).