

Trinity United Methodist Church

Position Title: Assistant Director of Stepping Stones Preschool
Employment Status: Part-time, exempt
Accountability: Reports directly to the Director of Stepping Stones Preschool

Position Overview:

This person will have a heart for Jesus Christ and a passion for working with children and their families. This person will also have a desire to draw children and their families closer to Christ and to connect potential families to involvement in the life and ministry of Trinity. This person will support and advocate the mission and vision of Stepping Stones as a ministry of Trinity and assist the Director in making the school an attractive, loving, caring, and fruitful place to work and learn. This person will have general bookkeeping and accounting knowledge and be proficient at budgeting, processing tuition, calculating payroll and any other financial matters of the school.

Position Requirements:

- Have or working toward a Director's Credential
- Have or working toward a Bachelor's Degree in Elementary Education (preferably Early Childhood Education)
- Are or willing to become a committed and faithful member of Trinity United Methodist Church

Preferred Spiritual Gifts:

Administration, Hospitality and Teaching

Primary Responsibilities:

- Develop relationships with the children and their families
- Develop relationships with the faculty and staff team and assist in their support, training and appreciation
- Attend all faculty meetings and assist in leadership as requested by the Director
- Attend all weekly Chapel services and assist in leadership as requested
- Compose and produce bi-monthly Stepping Stones newsletter
- Offer perspective-family tours as needed
- Participate in the planning of extra-curricular activities for the school
- Track DCF required student medical forms and email parent notices one month prior to due date
- Create daily attendance sheets for morning and afternoon enrichment
- Compile annual budget in cooperation with the Director of Finance and Administration
- Participate in school registration and process all registration fees
- Process all monthly tuition payments, administer any late charges and assist parents with any billing issues or concerns
- Prepare tuition summary for individual student household annual tax reporting
- Submit payroll for all Stepping Stones employees twice monthly
- Process all monthly invoices and reimbursable expenses of teachers for school supplies
- Keep records for all petty cash expenses
- Compile and distribute all Scholastic book orders
- Perform other responsibilities as requested by the Director

Approved 6/5/2017