

## Job Posting for Bonsack Baptist Weekday Early Education Center

### Assistant Director Position

At Bonsack Baptist WEEC, we provide a nurturing Christian environment that fosters growth in the five key areas of development: spiritual, physical, cognitive, emotional, and social. We are dedicated to cultivating a love of learning, creativity, and respect for individual differences. Our unique program focuses on kindergarten readiness for our preschoolers. We emphasize the development of character and healthy self-esteem in all our preschool and school-aged students. Our Preschool extends the mission of Bonsack Baptist Church to share Christ and build believers into our community by offering our families an early childhood education in a Christ-centered environment. Ultimately, we seek to glorify the Lord and make Him known by ensuring each child feels Jesus' love by learning scriptural values and morals in a positive and secure environment.

#### Position Overview:

We are seeking a dynamic and experienced assistant director to join our education team. The assistant director will play a key role in supporting the director in the day-to-day operations and management of the preschool and educational program. This is a full-time year-round position.

If you are passionate about early childhood education, love the Lord, possess strong leadership skills, and have a commitment to fostering a nurturing and stimulating environment for young children, we encourage you to apply.

#### Responsibilities:

- Assist the director in overseeing all aspects of the preschool program including curriculum development, staff supervision and parent communication.
- Support the implementation of high-quality educational programs and promote the spiritual, social, cognitive, emotional, and physical development of the children.
- Collaborate with teachers to ensure that lesson plans are engaging, developmentally appropriate and align with the educational standards for Virginia.
- Conduct regular observations and provide constructive feedback to teachers to support their professional growth and development.

- Assist in recruiting, hiring, and training preschool and afterschool staff including interviews and orientation.
- Manage administrative tasks such as records, scheduling, and budgeting.
- Foster positive relationships with parents, addressing any concerns or questions in a timely and professional manner.
- Ensure compliance with all licensing regulatory agencies and any DOE regulations that would apply.

Qualifications:

- Bachelor's degree preferably in Early Childhood Education, Child Development, or related field. Master's degree preferred, but not required.
- Minimum of two years of experience working in a preschool or early education setting, with at least two years in a leadership role.
- Strong knowledge of early childhood development principles, curriculum planning, and assessment techniques.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate with staff, parents, and church leadership.
- Demonstrate leadership abilities, including the ability to motivate and inspire a team of educators and staff.
- Familiarity with licensing regulations and best practice for early education.
- CPR/ First Aid and MAT Certifications or willingness to obtain upon hire.
- Proficiency in Microsoft Office and related software.

To Apply:

Please submit your resume outlining your interests, qualifications, experience, and strengths to Tana Adams in the Preschool Office or email to [tadams@bonsackbaptist.org](mailto:tadams@bonsackbaptist.org)

