

JOB DESCRIPTION

Assistant Director, Davis-Baker Preschool; 10 month position, Family & Consumer Sciences

Department

Davis-Baker Preschool Assistant Director

JOB DESCRIPTION: This position requires a certified teacher who can provide experiential learning for the children, mentor the graduate assistants, and advise the practicum/teacher candidates. This position requires assisting the director of the Davis-Baker Preschool with planning and implementing the preschool program, including record keeping, evaluating facilities and workers, and collecting enrollment fees. The Assistant Director models professionalism for all contacts in the Preschool, including meeting and greeting children and parents.

QUALIFICATIONS: Minimum of Bachelor's degree in Early/Elementary Education, Family and Consumer Sciences Education, or related field. The successful candidate will have some experience in a childcare or classroom setting. Demonstration of professional disposition and communication skills. Professional Development hours are required each year through the Arkansas Professional Development Registry. Criminal/Federal/Maltreatment background check will be conducted during the hiring process.

PRIMARY DUTIES:

- Meeting and greeting children and parents
- Supervising children, workers, and students
- Assisting with record keeping
- Purchasing weekly curriculum and food supplies
- Planning and implementing nutritional snacks
- Keeping inventory records
- Arranging for repairs and maintenance of facility
- Collecting enrollment fees
- Supervising and managing classroom schedules
- Overseeing student workers' time cards
- Keep Preschool account balanced monthly
- Work with director to evaluate facilities and workers
- Setting up daily schedule for each school year
- Working with director in planning and implementing program
- Maintain children's portfolios: Portfolios are required for each child in the preschool. These portfolios must be kept current, showing the child's progress throughout the year. The portfolios will also contain all required documents of enrollment.
- Interviewing and mentoring qualified staff, including graduate assistants and student workers. Setting work schedules, reporting time cards, managing the work environment, evaluating workers.
- Develop curriculum goals and materials for use in the classroom that are developmentally appropriate, include best practice, and provide experiential learning for the children.

- Inventorying, replacing, and ordering equipment and supplies for the classroom as well as the office.
- Answering phones, greeting visitors, filing, copying materials, entering data, and assisting the office with other duties as assigned.
- Assist in conducting program self-assessment
- Meet requirements of administrative quality and classroom rating scales.
- Assist the director to write grants through Better Beginnings quality program approval.

UNIVERSITY: Henderson State University is located in Arkadelphia, Arkansas, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock, Arkansas on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com or www.arkadelphiaschools.org for more information about Henderson State University and our community.

SALARY: \$33,182.00

APPLICATION: Send complete resume, three letters of recommendation and all transcripts to:

Cheryl Massey, Director of Davis-Baker Pre-School
MASSEYC@hsu.edu

Review of applications will begin immediately and continue until filled. The applicant selected for the positions will be required to submit to background screenings including criminal background checks pursuant to university policy. New faculty will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request.