



Employment - Assistant Preschool Director

Minimum Requirements

- o **Documentation of High School diploma or equivalent and 6+ credit hours in early childhood education or 30 actual hours of instruction and 12 months of child care experience, or;**
 - o **N.A.C., C.D.A., C.C.P., or C.P.C. credential and at least 12 months of child care experience;**
 - o **A minimum of 24 credit hours from an accredited college or university, including at least 6 credit hours of course work in the areas of early childhood, child development, or closely related field, and 12 months of child care experience;**
 - o **Associate degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and 6 months of child care experience; or**
 - o **Bachelor degree from an accredited college or university in the areas of early childhood, child development, or closely related field, and 3 months of child care experience.**
- **A well developed philosophy on the education of young children, which parallels with Brighter Angels' philosophy**
 - **Knowledge of principles and procedures including but not limited to bookkeeping, record keeping and reporting.**

Nature of the job

- **Support the Preschool Director in all aspects of running the business**

- **Maintain a variety of written materials while preserving confidentiality of written materials regarding students and personnel**
- **Continually develop skills by attending at least 18 hours of job-related training annually**

This job description is intended to describe the minimum requirements and general nature of work performed by the person assigned to this position. The descriptions provided are not all-inclusive. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.