



Shades Crest Baptist Church Weekday Early Education Program

452 Park Avenue Hoover, AL 35226 205-824-9050

Shades Crest Baptist Church Weekday Early Education Program is seeking an Assistant Director.

Shades Crest Baptist Church began offering preschool classes as an outreach to the community in 1974. Our mission is to provide a loving, Christian environment that also strives to achieve the highest potential in early childhood education and development. Our Program is rooted in the core values of Shades Crest Baptist Church – to be the Community of Faith, formed in Christ, for the Glory of God and the sake of others. It is our prayer that we will serve God by providing a rich educational experience to all of the children that attend our program . Our **ideal candidate** would be a Christian with a **passion** for, and **experience** in Early Childhood. We are looking for someone who enjoys working closely with children, as well as teachers and families. Candidates need to be available to start July of 2017.

Qualifications:

- Bachelors degree in Early Childhood Education or related field
- 3+ years experience in the supervision and education of young children
- Strong interpersonal, administrative, communication and technology skills required
- Commitment to professional development and continuing education
- Flexible and energetic for the physical and fast paced environment
- Exhibit professionalism and integrity to the ministry of SCBC Weekday

Required: Criminal Background Check and Drug Screening; CPR Certification

Responsibilities:

- Assist and support the Director with the daily operation of the Weekday program to provide a safe, nurturing and Christ-like environment.
- Adhere to the policies and procedures set forth by the church, the Weekday Handbook and the JCHD.
- Support teachers and classrooms with the development and execution of curriculum and activities
- Build solid, positive, professional relationships with the children, parents, and teachers
- Utilize management software to perform bookkeeping and data entry
- Maintains records for children, families as required by JCHD.
- Substitute and cover classrooms as needed
- Opening/Closing responsibilities in coordination with the Director
- Performs Director's duties in his/her absence

All qualified applicants, please submit a resume to Laura Tadlock at ltadlock@shadescrest.org or Suzanne Reece at sreece@shadescrest.org.