



LITTLE FLOCK CHRISTIAN SCHOOL

Job Title: Assistant Director

Direct Supervisor: Principal

Commitment: Full Time **Hours:** 8:00 AM to 4:30 PM

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Operational duties:

1. Assisting setting policies and procedures to be followed by staff. Policies and procedures should cover all aspects of operation including but not limited to:
 - a) Staff attendance/leave policies
 - b) Schedule of the day
 - c) Safety procedures and measures
 - d) School activities and events
 - e) Chain of command to be followed in different situations.
 - f) Communication tools among staff and between staff/leadership
 - g) Reporting and bookkeeping
 - h) Disciplinary measures for staff
 - i) Medical/Health issues
 - j) Maintenance of the school building
2. Should maintain all communication channels open with staff members and address all issues in a timely manner.
3. Assist with billings for financial plans and daily miscellaneous charges.
4. Assisting with before care and aftercare staff schedules and the operations

Communications/Public Relations:

1. Maintain Blog/Facebook other social media
2. Prepare all advertising material for parents and community
3. Maintain website
4. Creating weekly reminders and sending weekly email to parents
5. Collaborating with the receptionist in printing and distributing any mass communications to parents (event flyers, enrollment packages, etc.)
6. Preparing and mailing out the following school year's information packets to all enrolled students.
7. Communicate to school community on school closings, severe weather, etc.

8. Preparing the start of each school day (ring bell & short announcement)
9. Work with director to cultivate donors via: thank you letters, newsletters, gifts, phone calls, site visits, and lunches.
10. Help organize fellowship building school events: Spirit Nights, Back to School socials & events), school presence in church bazaar as a ministry of St. Mark, visit Light & Life to promote school events.
11. Submit monthly PowerPoint slides to be displayed during Light & Life (school events & information) to be included in the church bulletin.

School Fundraising/ Events:

1. Event plan for spirit nights, spring festivals, holiday parties and book fairs, etc.
2. Organize resource nights with other key staff (Meet the teacher day/ Parent Night, Parent coffees/meetings/seminars & also open houses)
3. Maintaining the activity log and making sure scheduled activities are within the given budget.
4. Volunteer coordinator- recruit volunteers, maintain list and communicate with classroom parents
5. Organize Fundraising events for school (fall fundraiser, Family fun day, holiday auction, box tops, Picture Day)
6. Organize Fellowship Building School Events (Socials, Concert, Class Celebrations)
7. Monitor/track and recruit assistance for ongoing fundraising initiatives: Box Tops, Scrip, Escript, Target, Safeway, etc.
8. Maintain bulletin boards to promote events and fundraising

Recruitment and Retention

1. Assist with organization open houses with Principal
2. Implement Public Relations Plan-Developing awareness and recruit new families
3. Tour prospective families as needed
4. Prepare welcome packets
5. Sending out acceptance letters to new students' parents and following up for timely responses

Other functions:

1. Covering the receptionist functions in his/her absence if no sub/ special teacher is available.
2. Organizing and conducting school portrait days in the fall and spring.
3. Communicating with the company handling the school portraits to ensure timely processing of the orders and delivery of the pictures.
4. Helping the receptionist in his/her end of year functions to ensure proper storage of all the front area items.
5. Next in charge during principal absences.

Non-instructional and Professional:

1. Accepts a share of responsibility in activities when and as needed.
2. Will attend all devotionals as part of his/her spiritual leadership duty.

3. Utilizes educational opportunities and evaluation processes for professional growth.
4. Will plan and implement a positive rapport with parents. This duty includes attending all school meetings involving parents and following up with parents whenever needed to address concerns or solve problems. The principal is to be accessible at all times to parents for a one-on-one meeting whenever needed.
5. Demonstrates knowledge that will result in the general improvement of the school program.
6. Know and follow the procedures for dealing with emergency situations; leading by example.

Personal:

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meets every day stress with prayer, emotional stability, objectivity, and optimism.
3. Exercises friendliness and consideration, treating students, parents and staff without partiality.
4. Submits respectfully and is loyal to constituted authority.
5. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
6. Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and general public.
7. Demonstrates an appreciation and understanding of the uniqueness of the local community.