



JOURNEY
EST. OF FAITH 1911

JOB DESCRIPTION

Assistant Preschool Director

Reports to: Preschool Director
Employment Status: Exempt
Salary: \$65K

POSITION SUMMARY

The Assistant Preschool Director (Infant, Toddler, Preschool through 1st grade) partners with the Preschool Director in the day-to-day operations of the school, ensuring a safe, nurturing, Christ-centered, and developmentally appropriate learning environment for children, families, and staff. The Assistant Director serves as a ministry leader by supporting the mission of Journey of Faith Church and helping create opportunities to build meaningful relationships with families that lead them toward Christ.

The Assistant Preschool Director provides operational, administrative, and instructional leadership while helping maintain compliance with California Community Care Licensing regulations and school policies. This position assists with staff supervision, enrollment, family communication, curriculum implementation, licensing compliance, and daily campus operations. The Assistant Director serves as the Preschool Director's designee when assigned and models Christ-like leadership through servant-hearted support of children, families & staff.

PRIMARY QUALIFICATIONS

- Three or more years of experience in a licensed preschool or early childhood education program, with leadership or supervisory experience preferred.
- Bachelor's Degree in Early Childhood Education, Child Development, or a related field preferred; minimum qualifications must meet California licensing requirements for an Assistant Director or Director designee.
- Knowledge of California Title 22 licensing regulations and experience supporting licensing compliance.
- Understanding of child development and developmentally appropriate practices.
- Strong organizational, administrative, and problem-solving skills.
- Effective verbal and written communication skills with staff, parents, church leadership, and school/community members.
- Ability to supervise, coach, encourage, and support teachers and classroom staff.

- Demonstrates sound judgment, professionalism, discretion, and confidentiality.
- Educational philosophy aligns with Journey of Faith Christian School's mission and philosophy.
- Technology proficient and able to learn new software systems quickly.
- Heart for children and families with a genuine desire to serve through Christian ministry.
- Active, growing Christian faith with a lifestyle consistent with the mission and values of Journey of Faith Church.

ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

Leadership & Administration

- Assist the Preschool Director with the daily operations of the preschool.
- Serve as Designated Director during the Director's absence.
- Support implementation of school policies, procedures, and operational standards.
- Help coordinate classroom schedules, staffing assignments, and daily coverage.
- Assist with maintaining required records, documentation, and licensing files.
- Support enrollment efforts including family tours, parent communication, and registration.
- Assist with classroom supply management and ordering.
- Support planning and execution of school events and special programs.
- Maintain confidentiality regarding students, families, and personnel matters.

Staff Leadership

- Encourage, mentor, and support teachers and classroom staff.
- Assist with onboarding, orientation, and ongoing training of new employees.
- Help monitor classroom quality and provide constructive coaching to teachers.
- Promote positive staff morale and a collaborative team environment.
- Assist with substitute scheduling and classroom coverage as needed.
- Help resolve conflicts among staff, children, and families using Biblical principles and professional practices.

Licensing & Compliance

- Assist in maintaining compliance with California Title 22 licensing regulations.
- Help ensure all required staff files, children's records, and licensing documentation remain current.
- Support health and safety procedures throughout the campus.
- Assist with licensing inspections and corrective action follow-up when necessary.
- Maintain awareness of current state regulations and best practices in early childhood education.
- **Curriculum & Program Support**
- Support teachers in implementing a faith-based, developmentally appropriate curriculum.
- Assist in evaluating classroom environments and instructional practices.
- Encourage high-quality learning experiences through play, exploration, and Biblical integration.
- Help coordinate special activities, chapel, family events, and seasonal programs.



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Family Engagement & Ministry

- Build positive relationships with preschool families through consistent communication and servant leadership.
- Assist families with enrollment, transitions, and ongoing support.
- Partner with church ministries to strengthen connections between preschool families and Journey of Faith Church.
- Help create opportunities for families to experience the love of Christ through school events, outreach, and ministry initiatives.
- Respond professionally to parent questions, concerns, and conflict resolution.

Financial & Operational Support

- Assist with enrollment tracking and classroom ratios.
 - Support budget-conscious purchasing and stewardship of school resources.
 - Help monitor attendance and operational reporting.
 - Perform additional administrative duties as assigned by the Preschool Director.
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STATE MANDATED REQUIREMENTS

- Health Screening Report – Facility Personnel (LIC 503) and TB Clearance
- Personnel Record (LIC 501) or application/resume
- Criminal Record Statement (LIC 508) subject to fingerprint requirements
- Proof of Pediatric CPR and First Aid certification
- Completion of required Health and Safety training
- Mandated Reporter Training (LIC 9108)
- Integrated Pest Management (IPM) training as required
- Current immunizations as required by California law
- Appropriate official transcripts
- Meet California Community Care Licensing educational requirements for the position.
- Working knowledge of:
 - Child nutrition, food preparation, and menu planning
 - Housekeeping, sanitation, and universal health precautions
 - Child supervision and communication practices
 - Administration of prescribed medications as permitted
 - Recognition of early signs of illness and appropriate response procedures

ABOUT JOURNEY OF FAITH

Our journey began in 1911 with a small group of 30 families wanting to share the love of God in the beach cities of the South Bay. With practical Bible teaching and a heart for service to the community, the congregation grew out of their first two locations in Hermosa Beach. In 1957, the leaders of the church purchased the Manhattan Beach property, and called it, "four acres of faith." After many years of growth and with the vision of raising up the next generation of Jesus followers, Journey proudly opened the doors to their second campus in 2018 in the neighboring city of Torrance.

We are humbled and honored to have over 100 years of history in the South Bay, serving over 1,000 people each Sunday on our two campuses and online. Journey is a church on a mission following God's call for us and following where he wants to lead us next. We are looking for team members who want to be part of this mission.

Journey of Faith's mission statement: *Inviting you to follow Jesus to make a difference in your world.*

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum.