



# ASSISTANT DIRECTOR VICTORY EARLY LEARNING ACADEMY

## Position Summary

The assistant director serves as the second key leader of Victory Early Learning Academy at Victory Church. This position's main role is to make sure all of the staff have what they need to succeed as educators such as resources, training, networking, and help with spiritual growth.

## Roles and Responsibilities

**The Assistant Director of Victory Early Learning Academy will be responsible for but not limited to:**

- o Distributing weekly Bible lessons to teachers
- o Help gather resources and ideas for curriculum monthly.
- o Give tours to prospective families when director is not available
- o Help with weekly scheduling staff
- o Check student files periodically to be sure that they are up-to-date
- o Assist director with classroom ratios and enrollment adjustments
- o Report classroom needs to director (carpet stains, broken toys, furniture needs replacement)
- o Assist in leading staff trainings
- o Attend workshops, trainings, and other staff development opportunities throughout the year
- o Help teachers with planning and executing special events like field trips, holiday parties, etc.
- o Assist director in keeping staff files up-to-date
- o Be available to parents via email, phone, in person for any questions or concerns
- o Assist teachers with daily tasks such as making copies, gathering supplies, helping execute lessons, etc.

## Qualifications and Education Requirements

- o Minimum of a Bachelor's Degree in Early Childhood Education or Elementary Education
- o At least two years of experience teaching in the Early Childhood classroom
- o Active member of Bible believing church, preferably Victory Church
- o Proven team builder and leadership skills
- o Highly skilled in using Microsoft Office Suite (Word, Excel) and Google Suite, also able to learn other productivity software, "internet savvy."
- o Highly skilled with social media platforms and web-based productivity applications (Evernote, Asana)
- o High level of written and verbal communication skills.
- o Ability to communicate effectively with all levels of an organization.
- o Demonstrate professionalism and poise when communicating with external contacts.
- o Excellent time management skills, attention to detail and ability to multi-task.

## Next Step

If interested in applying, you can submit your resume and cover letter to [jason@getvictory.net](mailto:jason@getvictory.net).



**VICTORY CHURCH**

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