



Brazos Meadows Parents Day Out

www.brazosmeadows.org

Assistant Director Job Description:

➤ School Days

- Beginning of Day:
 - Arrive by 8:00 am
 - Act as a point of contact for curriculum and lesson planning
 - Greet all students and parents, making a constant effort to invest in them
 - Accept tuition payments
 - Answer any questions or concerns parents may have if director is not available
 - Assist with temp checks as needed
 - Go in classrooms as needed to help with kids or classroom management
 - Throughout the Day: along with Teacher's Assistant
 - Help classrooms as needed for extra help with kids, breaks, bathroom breaks for kids, help on projects, gathering supplies needed, etc.
 - Check in each room periodically to build relationships with the kids and the teachers
 - Help teachers as needed: participate in circle times, music, crafts, etc. and ensure proper classroom management
 - Help with lunch time and nap time
 - Assist in classrooms as needed, and as a Sub in emergencies
 - Assist in taking care of any injuries or sick children, and notify parents if needed
 - Help keep bathrooms clean throughout the day
 - Move toys from the "big room" or fellowship hall as needed
 - Assist teachers in implementing Conscious Discipline and help with children who are struggling with behavior
 - End of Day: along with Teacher's Assistant
 - Help teachers with last minute to do tasks before parents arrive to ensure that rooms are not chaotic during pick up
 - Help teachers wrap up so everyone can get out of the door in a timely manner
 - Double check that all rooms are in order, help put things away if needed, lights off and shut down computers
- Most of the work will be on Mondays and Wednesdays from 8a-3p. You will also be asked to come in for an additional office day from 9a-3p and in the summer as requested by the Director in preparation for the new school year.

➤ **Every Month**

- Shop for general supplies (snacks, wipes, cleaning supplies) and stock in closet
- Help prepare for monthly staff meetings

➤ **Each Spring**

- Brainstorm with Director and prepare for End of Year Program and Pre-K Graduation
- Assist with End of Year catechism video
- Assist with Registration
- Help teachers complete keepsake books if needed
- Assist Director in preparing for Summer Blast including K-5th grade planning

➤ **Each Summer**

- Assist Director in preparing for new school year (curriculum, organize, inventory, order supplies, work on class logistics, etc.)
- Help brainstorm, prepare and shop for Teacher Training
- Assist with Meet the Teacher Night

➤ **Parents**

- Communication: in-person, phone, email, Facebook
- Problem-solving: along with Director, working through concerns with their student and/or teachers
- Tours: give these as needed for potential or new families to PDO

➤ **Teachers**

- Help with interviewing & hiring process
- Maintain close yet professional relationships
- Assist with yearly training
- Printing & creating materials
- Teacher Appreciation

➤ **As Needed**

- Edit & print parent letters as well as create Canva images regarding upcoming days off, holidays, special days etc.
- Edit & print class sign-up sheets for parties
- Perform inventory and order craft supplies
- Brainstorm with Director on special days/events and help prepare and decorate
- Fill In when Director is out
- Help keep the supply closet organized
- Have confidential conversations with director, teachers, and parents as needed, while maintaining professionalism, confidentiality and a good relationship with all
- Help make & print the quarterly newsletter
- Help manage Facebook page & classroom groups
- **Other duties as assigned**

➤ **Pay is hourly at \$13 per hour**