**JOB TITLE:** Assistant Director of Blessed Beginnings **DEPARTMENT:** Blessed Beginnings

**REPORTS TO:** Director of Blessed Beginnings **REVISION DATE:** 8/2021

**JOB SUMMARY:** The Blessed Beginnings Assistant Director is responsible for assisting to create a safe, loving, Christian early childhood environment. The goal is to have children develop a positive self-concept based on a trusting relationship with God, while meeting the physical, emotional, intellectual and spiritual needs of the children. Adheres to Nazareth Lutheran Church’s performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

1. Education: Bachelor’s degree in Early Childhood Education, Elementary Education or a related field.
2. Experience: Previous experience in an education-related field preferred.
3. Certificates and Licenses:

* Must successfully complete criminal and child abuse background check and have fingerprints submitted to licensing entity for evaluation.
* CPR, First Aid, Mandatory Reporting, Universal Precautions Certificate and additional training hours.
* Meets guidelines specified in Iowa Code.
* Must have valid Iowa Driver’s License.

1. Skills, Knowledge, and Abilities:

* High reasoning ability
* Personal computer, Word, Spreadsheet, Financial Software
* Excellent Communication
* Strong Organizational Skills

1. Physical Demands:

* Medium with moderate lifting
* Pushing and pulling up to 35lbs
* Moderate sitting, standing, walking

**DUTIES, TASKS, RESPONSIBILITIES:**

1. Attend to personal spiritual growth:

* Models biblical principles of spiritual leadership and discipleship in the context of relational interactions and the performance of job responsibilities.
* Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
* Commits to ongoing learning and openness to the Spirit’s leading and direction for ministry.
* Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
  + Displays a positive attitude and love for children and ability to create a Christ-centered environment.
  + Must be coachable and maintain good character.

1. Assists the Director of Blessed Beginnings:

* Assists with maintaining Blessed Beginnings records.
* Prepares correspondence and various forms.
* Assists with scheduling staff as needed to make sure staffing is adequate for all child care rooms.
* Assists in establishing and maintaining curriculum standards and benchmarks.
* Assists in assuring Blessed Beginnings is in compliance with all regulatory bodies.
* Maintains presence and accessibility to parents, staff and volunteers.
* Maintains Blessed Beginnings playground and assures it is safe and appealing.
* Assists with tracking physical and immunization records for children and staff.
* Assists with maintaining staff training hours and certifications.

1. Manages in accordance with policies and procedures:

* Keeps supervisor informed of programs, problems and issues.
* Resolves problems independently as appropriate.
* Communicates to staff all relevant information; assists with monthly staff meetings and ensures records are kept.
* Attends the weekly Nazareth staff meetings as allowed.
* Attends yearly Nazareth Church Council/Staff retreat.
* Adheres to existing policies and procedures; assists in/develops policies and procedures that are consistent with regulating agency guidelines.
* Serves as a resource and expert to others concerning operations in areas of responsibility.

1. Adheres to all safety policies and procedures:

* Assists in assuring team follows established safety policies of the agency, such as safe sleep for infants, diapering, handwashing, and other policies related to healthy and safe environments.
* Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
* Maintains a safe working environment and practices safe working habits.
* Assures maintenance issues are attended to.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed Date

**MISSION**

*Living together in God’s amazing grace, we invite all people to know Christ, grow in Christ,*

*and make Christ known.*

**VISION**

*“Getting Our Hands Dirty for the Cause of Christ!”*

**VALUES**

   