



## Job Description

<b>Job Title:</b>	<b>Assistant Director</b>
<b>Department:</b>	<b>Crosspoint Clubhouse</b>
<b>Reports To:</b>	<b>Clubhouse Director</b>

**Job Summary:** The Clubhouse Assistant Director is responsible for assisting the Director with planning, managing, marketing, and directing Clubhouse preschool. They must enroll, develop, and publicize Crosspoint Clubhouse. The Assistant Director is responsible for maintaining student files and understanding and managing all state licensing requirements.

### **Overall Function for the Assistant Director:**

- This position is composed of many diverse elements; therefore, the Assistant Director shall seek to be flexible and cooperative in always working with others. The Crosspoint Clubhouse staff is a team which helps one another with projects and tasks as needed. When called upon by the Director, the Assistant Director shall willingly perform such tasks, which might not be specifically outlined within their routine position description.
- Because of the confidential nature of individual student records, and much of the correspondence on staff, it is essential that the Assistant Director respect and always maintain a high level of confidentiality.

### **Essential Functions for the Assistant Director:**

- Control the ProCare education system
  - Including maintaining student files and records
  - Implementing and monitoring the parent portal
  - Inputting tuition payments
  - Keeping student files and class lists current
  - Printing class lists with student/parent information for each classroom and teacher
  - Running reports for missing immunizations
- Managing tuition receipt
  - Creating and distributing tuition envelopes to parents
  - Following up with missing tuition and applying late fees for lack of payment
  - Calculate and deposit tuition
- Aide in registering new students for Clubhouse
  - Help complete registration for new students and returning students
  - Call and market the open spots to ensure Clubhouse has full enrollment
- Maintain positive relationships with Staff, Parents and Students

- Greet each child at drop off and pick up by name
- Aide teachers in classrooms with teaching or helping with a challenging student
- Help collaborate with staff for the success of students
- Other
  - Manage all consumables orders
  - Make slideshows for programs and Pre-K graduation
  - Assist in the planning and implementation of all special programs at the school
  - Be able to give tours to potential families
  - Be able to answer the phone for all incoming calls
  - Understand and be knowledgeable of the Texas Health and Human Services State Licensing Regulations
  - Aide in the development of Clubhouse social media presence via Facebook or Church App

**Job Requirements and Personal Qualifications:**

**Education:** Bachelor’s degree from an accredited or approved college

**Job Skills/Qualifications:**

- Excellent verbal and written communication skills
- Solid organizational skills; task oriented, pays close attention to detail, problem solve and create solutions, etc.
- Must be a self-starter
- Cooperative leader and ability to work with different personality types
- Dependability and responsibility
- Capable of handling multiple tasks at one time
- Knowledge of business and management principles
- Proficiency in technology systems, i.e. Microsoft Word, Excel, Canva, iMovie etc.

**Personal Qualifications:** Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.

- Be a member in good standing at Crosspoint Church or become a member of Crosspoint church within 6 months of hire date.
- Has and maintains a vital and growing personal walk with the Lord.
- Is committed to maintaining a moral and spiritual lifestyle according to Scripture.
- Strives to live missionally through personal evangelism.
- Is willing to work in harmony with ministers, support staff, and volunteer ministry leaders.
- Manifests a heart and passion for children.

**Position Details:** This is a part-time position. Salary range is based on experience, educational degree and administrative experience. The salary is paid over 12 months, on a once-a-month basis. The salary range is from \$19,000 to \$25,000 a year, which is roughly \$20-25 per hour.

- Work schedule is as follows:
  - June: Off, unless training is necessary or interviews are being conducted, then work when scheduled
  - July: 2 days a week from 9 a.m. – 2 p.m., no personal childcare provided
  - August: 4 days a week, Monday-Thursday from 9 a.m. – 2 p.m., no personal childcare provided unless we are in training
  - September to May: 4 days a week, Monday-Thursday from 8:40 a.m. - 2:20 p.m. and 1 Friday a month from 8:45 a.m. – 12:00 p.m. for training
- Other:
  - There are no insurance benefits offered
  - There are 4 paid absences in the Fall Semester
  - There are 4 paid absences in the Spring Semester