
WHO WE ARE

OUR FOCUS

Southwest Church is focused on discipling people to become committed followers of Jesus Christ. We desire all members of Southwest to be:

- **PLANTED** (the call to salvation)
- **ROOTED** (the call to foundation)
- **GROWING** (the call to maturation)
- **GOING** (the call to multiplication)

OUR VALUES

- **We are Faithful** - We love Jesus! Our gospel-centered church will be driven by our gospel-centered team. We will aim for faithfulness to Jesus, Jesus' Word, and Jesus' will above all else. (1 JOHN 4)
- **We are Family** - Our families are our first ministry not the church. Our families will love the church and never feel like they have to compete with the church. So we'll honor the Sabbath, honor time away from work to invest in our families, and encourage our people to do the same. (1 TIMOTHY 3)
- **We are Fun** - Laughing, enjoyment, and celebration is gonna be normal here. Our calling is a serious one, but it is not one that is without amazing fun! (ECCLESIASTES 8)
- **We are Free** - We are a team on a mission. And you're free to make that mission happen! We let thoroughbreds run. We'll give you the play and make sure you're free to run it. Our team is free to lead. Free to speak. Free to innovate. Free to fail. All for the purpose of achieving the mission God has given us. (GALATIANS 2)
- **We are Forgiving** - Sin is serious and we won't let it remain in the camp. We will constantly forgive one another because we've been forgiven. When conflict happens, we'll address it quickly, respond graciously, and move forward by keeping short accounts with each other. (MATTHEW 18)
- **We are Flexible** - We embrace change! There are no sacred cows here, just a sacred goal to make Jesus famous! We'll be geared to the times but anchored to the rock. (MARK 2)
- **We are Forthright** - We want to bear much fruit! And because ministry is hard to measure we'll allow iron to sharpen iron to make one another better! So we're gonna be forthright. Because fearless feedback yields fruit! (PROVERBS 27)



SUMMARY

Under the supervision of the Children's Pastor and the Preschool Director, the Assistant Director/Admin will work with the administrative team to exemplify warm & welcoming Christian morale and unity. This

individual will support and inspire teachers to lovingly cultivate a thriving learning environment that is founded on Gospel-centered goals and objectives for designated age groups and will also be expected to positively interact with students, families and co-workers.

KEY RESPONSIBILITIES

As a vital member of the Preschool Team the Assistant Director/Admin must be able to effectively fulfill these essential responsibilities including, but not limited to the following:

- Manage all aspects of enrollment and interaction with families, while setting the tone for a warm, loving, Christian environment
- Lead site tours and present our programs to families in person, on the phone, through email and other forms of marketing
- Coordinate teacher's schedules, breaks, absences, continued education and maintain their files in an updated and organized manner
- Assist the Director with the management of State requirements and updates
- Maintains up-to-date knowledge and understanding of Title 22 Guidelines
- Develop a professional level of rapport with each family, in order to establish trust and relationship
- Provide curriculum support through the selecting, ordering and distributing of supplies and materials
- Administrate organizational aspects of absences, sick kids, parent communication, etc.
- Be willing and able to lead weekly chapel and emotional development lessons in the Club House once a month or as needed
- Communicate information as the liaison between the teaching staff and leadership
- Establish and coordinate a snack and lunch program
- Assist in the planning of school events such as weekly chapels, guest speakers, assemblies, petting zoo's, etc. and support teachers with classroom events & parties
- Supervise & advise teachers in the areas of safety guidelines/procedures and the maintenance of clean and organized classrooms
- Step into a classroom in an unplanned circumstance and assist with any emergency
- Maintain a professional self image and represent the core values of Southwest Church
- Attend all devotions, staff meetings and professional development as required by the Director and Children's Pastor
- Greet and interact with all students daily, while monitoring what takes place in classrooms, Club House and playgrounds
- Oversee the Assistant Director as they provide curriculum support through the selecting, ordering, distributing and training in the use of supplies and materials
- Administrate marketing, financial and accounting duties that include creating budgets, billing, collection, payroll and purchasing
- Effectively and regularly communicate with parents in a variety of modalities and meet with them when necessary
- Meet and participate in decision making with department heads (Kid's Ministry, Communications, Production, Accounting, etc.) in all matters that involve the Preschool
- Assist with the hosting of school events such as weekly chapels, music showcases, guest speakers, assemblies, petting zoo's, graduations, parent meetings, etc.
- Step into a classroom in an unplanned circumstance and assist with any emergency

- Maintain a professional self image and represent the core values of Southwest Church

QUALIFICATIONS

- Know, love and serve God and love Kids
- Be an active Member of Southwest Church
- Have earned a high school diploma, earned a Bachelor's degree and completed the 12 units of early childhood courses, in addition to the 3 unit Infant/Toddler required class, as well as, any other requirements established by the State of California
- Have 3+ year's experience in a childcare or teaching setting ~ preferably in a Christian environment
- Have 2+ years of administrative/leadership experience
- Exemplify a strong work ethic and punctuality, while demonstrating a friendly, professional and positive demeanor
- Stay current in CPR, Health and Safety Training
- Prove to be a proactive self-starter, creative problem solver and collaborative team player
- Must be in good mental and physical health with the ability to squat, lift, bend, push, pull, carry children and reach without difficulty
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- Exemplify a strong work ethic and punctuality, while demonstrating a friendly, nurturing, professional and positive demeanor
- Prove to be a flexible, adaptive and proactive self-starter, creative problem solver and collaborative team player
- Must have excellent record of attendance.
- Stay current in CPR, Health and Safety Training
- Maintains up-to-date knowledge and understanding of Title 22 Guidelines
- Must be in good mental and physical health with the ability to squat, lift, bend, push, pull, carry children and reach without difficulty

Spiritual Qualifications

- Demonstrates the fruit of the Spirit as evidenced by a growing Christ-centered life (Galatians 5:16-25, Ephesians 5:18-21)
- Be teachable and faithful in learning from and following those in authority and supporting the vision of the Southwest Church
- Fulfill the duties required of Southwest Church Members
- Understand and maintain the philosophical alignment with Southwest leadership
- Committed to continued development and spiritual growth
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- Physical requirements: Constant periods of sitting and repetitive motions. Occasionally able to lift or move up to 40lbs and standing or walking.

COMPENSATION

FULL TIME

ELEGIBLE FOR BENEFITS

\$42,000-\$50,000 YEARLY

