



Union Day School Employee Job Description



7582 Woodrow Street, Irmo, SC 29063

License Number 16941

Administrative Assistant (Full day classes)

Position: Teacher Supervisor of Union UMC Day School Full-day Program

Reports to: Director and/or Assistant Director of Union UMC Day School

Type of position: Full-time/year-round

Supervises: Teachers in the full-day program (infants – 3K)

Minimum General Requirements:

Degree in Early Childhood Education or a related field. Must have a good understanding of childhood development. Must have a valid SC driver's license. At least 3 years work experience in a childcare or school environment to include at least 1 year as a lead teacher and 1 year with supervisory experience. Experience in a faith-based program preferred. Knowledge of DSS regulations required. Must have good communication skills with teachers as well as parents. Good general health and the endurance to work hours required to fulfill the job requirements. Ability to see, hear, speak, move quickly, and drive a vehicle. Pass a background check.

General Description:

- Assist the Director and Assistant Director with daily operations of the full day classes.
- Supervise the teachers in the full day classes.
- Arrange coverage for full day classes.
- Assist assistant director with Brightwheel messages.
- Be able to answer or assist with general parent questions.
- Be able to help cover lunches 12-2 as needed.
- Be able to open or close the full day program as needed.
- Act as a Director Designee in the absence of the Director or assistant director
- Responsible for keeping up with supplies needed for the full day program and giving a supply list to the office assistant who handles the ordering.
- Assist with lesson plans.

- Type up each class's monthly newsletter and calendar, post outside classroom door, and make a copy for each parent and teacher.
- Check tracking sheets daily.
- Mentor and model best teaching practices in the classroom
- Ensure DSS ratios and regulations are being met.
- Provide bathroom breaks.
- Assist in classrooms as needed.
- Fill in for teachers if needed.
- Maintain child files for the classes in the FMC building.
- Monitor staff training.
- Take 15 hours of training annually.
- Suggest areas training is needed.
- Communicate daily with the Director and Assistant Director
- Administrative decision making is done by the Director or Assistant Director. Administrative assistant is to consult Director or Assistant Director regarding administrative decision making.

Key Relationships:

Full day staff members

Parents of children

Volunteers for the Day School activities

Director and assistant director