



Germantown United Methodist Preschool seeks a dedicated, experienced **Assistant Director** to join our vibrant team. This full-time position is ideal for someone passionate about early childhood education and skilled in classroom instruction and administrative leadership.

Key Responsibilities:

- Support the Director in overseeing the day-to-day operations of the preschool
- Assist with curriculum planning and staff development
- Serve as a point of contact for parents and address their concerns
- Ensure compliance with all local, state, and federal regulations
- Conduct classroom observations and provide guidance to teaching staff
- Participate in staff recruitment, training, and performance evaluations
- Assist in organizing school events, field trips, and special programs

Qualifications:

- Minimum of 5 years of experience in early childhood education, including both classroom teaching and administrative roles
- Degree in Early Childhood Education, Child Development, or a related field
- Strong organizational and communication skills
- Knowledge of local, state, and federal preschool regulations
- Leadership skills with the ability to inspire and support staff
- Passion for creating a nurturing and educational environment for young children

Benefits:

- Competitive salary based on experience
- Paid time off and holidays
- Professional development opportunities

If you're a dynamic leader with a heart for children and experience in both the classroom and administration, we'd love to hear from you!

How to Apply:

Please send your resume and a cover letter detailing your experience to preschool@germantownumc.org. Germantown United Methodist Preschool is an equal opportunity employer and welcomes applicants from all backgrounds to apply.