

Assistant Director, Early Education Center (EEC) Job Description

First Presbyterian Church Fort Worth



Position:	Assistant Director, Early Education Center (EEC)	Reports To:	Director, EEC
FLSA Status:	Exempt	Schedule:	Full-time, M-F
Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, TX 76104			

To apply, email resume to HR@fpcfww.org

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. Our Early Education Center (EEC) represents one cherished ministry within our broader church family, where caring, compassion, and mutual respect define every interaction.

For over 45 years, our EEC has nurtured infants through pre-kindergarten children in a vibrant learning community of 100+ students and 30+ dedicated staff members. We create an atmosphere where each child's spiritual, physical, mental, social, and emotional development flourishes through developmentally appropriate experiences rooted in love.

We're seeking an exceptional Assistant Director to serve as an educational leader and collaborative assistant administrator; someone who shares our passion for children and families while ensuring operational excellence and regulatory compliance. This role offers the unique opportunity to lead meaningful work aligned with the greater church community's vision of "inspiring disciples and engaging the world." Join our mission-driven team where your passion for early childhood education will be supported by exceptional benefits and a culture built on genuine care for one another.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Partner with the Director to ensure the EEC and team members conform to federal, state, and local rules, regulations, licensing requirements, and regional and national accreditation standards with excellence
- Assist with the day-to-day operations of the center while demonstrating exceptional professional conduct and consideration for the educational development, safety, and welfare of both children and staff. Assumes full responsibility for EEC in director's absence
- Implement comprehensive performance management including regular evaluations, goal setting, and progressive discipline procedures when necessary, ensuring all personnel actions comply with employment law while supporting staff professional growth and maintaining program quality
- Collaborate with church leadership to align our EEC ministry with the broader church's vision and community impact
- Support and drive strategic plans that align educational programming, operational excellence, and church community partnerships to advance the center's mission, ensure sustainable growth, and position the organization as a leading provider of high-quality early childhood education in the community
- Support and communicate organizational change initiatives with clear communication and stakeholder engagement, guiding staff and families through transitions while maintaining program stability and ensuring smooth implementation of new policies, procedures, or educational approaches that enhance our mission

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- Build and communicate classroom schedules to ensure appropriate ratios remain intact while managing our resources and labor effectively within budget
- Coordinate tuition processes and payments
- Collaborate with Director to plan and execute special events and monthly calendars
- Manage annual budgets with careful stewardship of the resources entrusted to our program
- Maintain accurate financial records and key performance indicators with careful stewardship
- Support enrollment processes, wait lists, and provide proactive family communications with warmth and professionalism
- Thoughtfully identify, interview, select, and onboard new teachers
- Conduct classroom observations and evaluations that provide meaningful feedback, motivating and encouraging each team member's learning and development
- Assist with challenging behaviors and offer positive guidance to team members on creating nurturing classroom environments
- Maintain a working knowledge of curriculum and support curriculum execution
- Implement policies that reflect both regulatory requirements and our program's values of caring, compassion, and mutual respect
- Build relationships and coordinate with licensing representatives during inspections and follow-up activities
- Ensure our physical environment and health/safety standards exceed local and state licensing regulations
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Bachelor's degree in early childhood education or a related field (or combination of experience and education required by Texas Minimum Standards)
- Texas Director Credential through the Texas Department of Family and Protective Services (DFPS) (or ability to certify within first 6 months of employment)
- Previous experience managing a licensed childcare facility, three (3) years of leadership/management experience, and two (2) or more years of teaching/classroom experience are required
- Current Pediatric CPR and First Aid certifications (within first 90 days)
- Proficiency in Microsoft Office
- ProCare experience is preferred
- Faith-based and/or nonprofit work environment is preferred
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Strong knowledge of state licensing rules, safety regulations, compliance standards, and child development research and best practices
- Strong ability and willingness to work both independently and collaboratively within teams, departments, the church community, and cross-functional environments

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- Genuine passion for serving children and families from diverse backgrounds with grace and compassion
- Commitment to excellence that honors both our mission and the families we serve
- Excellent organizational, time management, and project coordination abilities; high attention to detail and accuracy; strong and objective problem-solving skills and composure in emergent situations
- Self-motivated ability to thrive in fast-paced, high-pressure environments while maintaining flexibility, pleasant demeanor, and meeting critical deadlines; resourceful and adaptable to changing priorities and workplace stressors
- Excellent oral and written communication skills with ability to adjust styles for diverse audiences
- Empathetic leadership that empowers, coaches, and drives accountability
- Professional handling of interactions, concerns, and confidential information
- Ability to adapt to workplace stressors such as complaints, noise, or competing priorities
- Empathetic and transformational leader who empowers and coaches team members, recognizes contributions, and drives accountability
- Capable of adhering to process protocols and applying established protocols in a timely manner
- Ability to achieve City of Fort Worth Child Care Certificate
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Licensure Requirements

- Meet the Background Checks requirements in 40 TAC Chapter 745, Subchapter F
- Must have a valid Driver's License
- Comply with NAEYC and Texas Minimum Standards for Child-Care Centers
- Submit highest education transcripts and diplomas within first week
- Must be at least 21 years of age
- Firearms, hunting knives, and other weapons are prohibited on the premises
- Meet DFPS minimum education and experience and ongoing training requirements

Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- This position is 100% onsite at First Presbyterian Church Fort Worth. Punctual and daily onsite attendance is required to welcome and send off students each day and ensure proper classroom ratios. Event participation outside normal operating hours may be required, including some nights and weekends
- Constant movement throughout buildings, property, and levels, and ability to frequently sit, stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and move up to 40 pounds regularly. Digital dexterity is required to assemble, retrieve, and replace things and reach with hands and arms
- Close visual acuity to perform activities, such as hazard identification, counting, student assessment, preparing and analyzing data and figures, proofreading, viewing a computer terminal, and extensive reading
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- The work environment is primarily inside a pre-k school, office or classroom with occasional outdoor activities in varying weather conditions

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- Frequent exposure to bodily fluids, illness-causing bacteria and viruses, dust, and cleaning supplies, or other particles are expected. May be exposed to slippery or uneven walking surfaces
- Must adapt to workplace stressors like noise, emergent situations, and competing priorities while maintaining the cleanliness and safety of the facilities

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

As an equal opportunity employer, we welcome all qualified candidates eligible to work in the United States; however, we are not able to sponsor visas.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at **\$50,000**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

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By signing below, the employee confirms understanding and acceptance of the job description, which may change without notice and may include unlisted duties at the organization's discretion.

Employee

Employee Signature

Date

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