

Assistant Preschool Director

Trinity Lutheran Preschool

111 Nassau Avenue

Islip, New York 11751

631-277-5855

www.trinitypreschoolislip.org

Trinity Lutheran Preschool in Islip is looking for an Assistant Director to work part-time (approx. 20 hours a week) in the preschool office.

This individual will work alongside the Preschool Director in managing the day to day operations of the licensed day care center.

Tasks include (but not limited to): bookkeeping, children's files, day care, licensing adherence, assist in supervision of staff.

We are looking for an energetic, adaptable individual committed to early childhood education.

Applicant must have an Associates in Early Childhood and knowledge of Microsoft Office.

To apply, please call Diane Prudente at 631-277-5855