

The Director (12 month salaried employee)

Evidences Christ-centeredness in daily work with the children, parents, staff, and congregation and demonstrates an understanding of the concept of ministry.

Understands the mission and goals of the Preschool and articulates a vision for the school.

Develop, supervise, and implement the instructional program for the two, three, and four-year-old programs.

- Assigns materials and supplies to each program
- Assigns teachers and children to classes
- Prepares materials for home visits (handouts, payment envelopes, etc.)
- Develops and supervises implementation of the curriculum
- Maintains a resource library of materials for teachers and parents
- Schedules field trips and in-house entertainment
- Serves as teacher/assistant in the Preschool as needed

Oversees the Before and After School program

- Manages enrollment
- Provides proper staff
- Arranges for bus drop-off and pick-up personnel

Relates appropriately with staff members, parents, church, and community.

- Consults with parents and other professionals concerning appropriate placement of children
- Arranges for supplemental/special education services for children as needed
- Prepares administrative correspondences with parents
- Prepares schedules for and supervises mailings to parents
- Plans and implements orientation for parents
- Handles telephone and email queries from parents
- Meets with sales representatives as necessary
- Provides information and tour of facility to parents of prospective students while school is in session
- Develops and maintains a system for tracking and filing student applications
- Holds staff meetings periodically
- Consults with directors of other preschools in the area
- Consults with church members, as needed

- Manages conflict/disagreement from a Christian perspective and focus
- Prepares financial statements for the Senior Pastor and Board of Directors
- Attends school development meetings, conferences and committees

Implements Board of Director policies and administrative directives.

Performs all administrative duties as required, including but not limited to, budget control, supply and equipment inventory, purchasing, maintenance and repair, and reporting to keep the Board of Directors informed.

- Maintains the inventory of instructional and office supplies and equipment
- Orders instructional and office supplies and equipment
- Coordinates with the assistant director and administrative assistants in completing administrative duties
- Updates and corrects all forms
- Develops procedures for handling all routine correspondence and supervises their implementation
- Develops procedures for the lending of supplies and equipment to the church for activities and programs, such as Sunday School and Vacation Bible School
- Plans, organizes, and implements the Church's Great Goody Grab Halloween event and Easter Eggstravaganza event
- Supervises the repair of all machines and equipment
- Informs Board of Directors of needed capital improvement
- Prepares monthly report for Board on the operation of the school
- Maintains record of staff attendance and absences
- Maintains current files of day-to-day operational procedure of the school
- Maintains accurate records of the director's budget, charge accounts, and checking/savings accounts
- Maintains Licensure and Accreditation
- Fills out the appropriate paperwork in relationship to criminal history and sex offender checks

Supervises, evaluates, and recommends for employment all staff members.

- Assigns duties to staff members annually according to their individual strengths
- Monitors staff interactions with each other, children, and parents
- Holds annual summative evaluation conferences with staff members
- Participates in the interview and hiring process
- Maintains current file of prospective applicants for positions
- Maintains current file of teachers, assistants, and substitutes

Provides staff development for staff members.

- Provides information/instruction/orientation for staff members about the philosophy of the school, child development, communication methods, and availability and use of supplies
- Advises and supports the staff in difficult situations with children and parents
- Assesses the strengths and weaknesses of all staff members on an ongoing basis and provides support and instruction where needed
- Attends professional meetings and encourages staff members to attend also
- Provides professional training in the field of childhood education to all eligible staff
- Provides training in CPR, AED, First Aid, and Daily Healthy Screenings to all eligible staff

Attends all professional trainings and required staff meetings.