

FSJ Day School Administrator Job Description

Mission Statement: Called through faith, Gathered in worship, Serving the community

Title: First St. John Day School Administrator

Reports To: The Senior Pastor and First St. John Day School Board

Position: Full time 12 month administration of FSJ Day School

Education Requirement: BS in Education

Purpose: To manage the Day School and its staff as an integral ministry of First St John Church in order to fulfill its mission of reaching out to the world by:

- ❖ Providing a safe educational environment that grows the child cognitively, physically, emotionally socially, and spiritually
- ❖ Bringing the Love of God through Jesus Christ to life in the children and their families,
- ❖ Being an advocate for First St John Lutheran Church and offering a church home to those in the staff and school community.
- ❖ Advocating for the mission and support of the Day School to the Congregation and Community

Key Responsibilities

- Work cooperatively with the Pastoral staff for leadership and direction.
- Provide opportunities for spiritual growth for staff and families.
- Provide for weekly worship experiences.
- Provide faith development curriculum for students.
- Maintain and improve the Step Up to Quality Program.
- With the aid of teachers, plan a curriculum that is age-appropriate Christ-centered, and meets the policies and philosophy of the school.
- Ensure Christian education is part of the school program by working closely with Pastor.
- Plan for equipping the school to reflect a Christian environment.
- Use the Child Care Management Software by Procure to track students.
- Assist the board in preparation of job descriptions for review by the staff and substitutes.
- Maintain records which pertain to the administration of the School.
- Maintain and share with Day School Board, files on all staff members, including all documents required of such by the State.
- Take responsibility for ensuring that the programs of the school run effectively.
- Work with the Board Chairperson to create agendas and schedule meetings of the School Board.
- Attend all Day School Board meetings and all Church staff meetings.
- The administrator shall represent the School Board in handling the day-to-day operations of the school, scheduling the use of the church facilities and equipment for Day School purposes, as well as following established policies on admission, tuition and educational goals.

Fiscal Responsibilities

- Develop a yearly budget, along with the Treasurer and present to the School Board in June.
- Ensure the school operates within budget.
- Work with the Treasurer to oversee collection of all fees and tuition, including possible actions through the legal system to collect past-due accounts.
- Report necessary repairs and maintenance requirements to Property Management.
- Communicate special needs to the Toledo Building Services Staff.
- Order school supplies and equipment within budget.
- Organize fundraisers, subject to approval by the School Board.

State Licensing Responsibilities

- The administrator shall be thoroughly familiar with and follow all rules and regulations as outlined in The Ohio Department of Job and Family Services Administrative Rules.
- Maintain contact with the state and local regulatory agencies and meet with the inspectors as needed.
- Complete and submit necessary licensing forms to conform to health, safety and licensing regulations.
- Keep abreast of new developments and regulations in the field of Early Childhood Development including changes and or revisions to the Rule.
- Follow guidelines of the state licensing rules. After state inspections:
 1. Review state inspection with Day School Board.
 2. Prepare corrective action reports for any discrepancies for review and approval by the Day School Board before submission to the state.
- Review entire state inspection in staff meetings and share ideas to prevent future discrepancies.
- Recommend policies in accordance with the purpose of FSJ Day School.
- Plan and implement a safety program with the school including fire, weather and emergency drills.
- Maintain a professional library through technology and reference books.

Record Keeping Responsibilities

- Register students for the age-appropriate program.
- Hire and train high quality employees by:
 1. Asking Board members and staff to participate in the interview process.
 2. Assisting new employees in understanding their job function and giving a 90 day review
 3. Assist employees in developing their professional development plan (ODJFS 01587)
 4. Provide employee counseling, coaching, team and morale building.
 5. Hold staff meetings and invite Board members to special recognition meetings and celebrations.
 6. Encouraging and demonstrating on time attendance
 7. Securing substitutes for employee absences.
 8. Establishing schedules for employees.

9. Provide annual evaluations (ODJFS (01521) of all staff.
- Insure open communication between the staff and parents.
- Discipline students after the teachers have followed the discipline policy.
- Plan for the orientation of new students.
- Maintain a referral system for children with special needs.
- Maintain student files, making certain that all required forms and medical exams and immunizations are on file prior to the beginning of school.

Communication Responsibilities

- Prepare and distribute a monthly newsletter for the parents including information on past and future activities.
- Prepare an article for the church newsletter by the established deadline.
- Select a photographer for the school pictures and schedule for such.
- Develop a yearly calendar for the school to follow.
- Be responsible for planning the Open House and explaining the program to parents.
- Be available to explain the programs and policies to prospective parents as well as to give tours of the facility.

Scheduling Responsibilities

- Supervise classroom schedules.
- Ensure snacks and lunches follow the proper dietary guidelines of the Child and Adult Care Food Program. Complete the submission packet each month.
- Insure that all lead teachers have met with families and developed a developmental and educational goal (ODJFS 01514) for each child within 45 days of enrollment. Ongoing assessments must then be recorded for all the children by teachers and assistants.
- Schedule conference dates and times with the Teachers. Conferences will be scheduled at least once a year between parents and the teacher to discuss the child's progress and needs, and to exchange information about the program. If needed, additional conferences will be scheduled at the request of the parents or teachers on an individual basis. If more than one student per family attends the school, each child shall receive an individual conference time.

Evaluation Responsibilities

- Ensure that the program is geared to the needs of individual children with concern for their interests, abilities, individual style and pace of learning.
- Monitor the completion of the Early Childhood Environment Rating Scale (ECERS) by each lead teacher every fall.
- Maintain daily attendance reports for all children in assigned group and ensure that all are turned into the office weekly.
- Evaluate the program annually, using the Program Administration Scale (PAS). Based on the results, complete the Continuous Improvement Plan (CIP) (ODJFS 01509). Share the results with the board members.
- Create a Parent Survey each year, to assist in evaluating the program, and send out to all parents in April.
- Prepare enrollment forms and Parent's Handbook in accordance with the philosophy of the Day School. Include all requirements of all licensing agencies.

- Consult with the School Board Chairperson concerning all situations that arise if not clearly outlined or addressed in the admission policies and/or opening procedures, and to recommend possible changes in such documents. The School Board Chairperson will then review discussions and recommendations at the next full Board meeting.

School – Church Relationship Responsibilities

- Attend Church Council meetings as requested.
- Provide an avenue for incorporation of non-member families into the Congregation and congregational dinners and social events.
- Attend congregational dinners and social events as well as at least one worship service a month.
- Represent the School in the Congregation and community.
- Plan and prepare the Christmas Programs, Thanksgiving Feast, Easter Celebration, Lutheran School Week and other celebrations.
- Maintain positive relationships among students, teachers, families, Pastor(s), congregation, and community.
- Plan and implement enhancement opportunities, such as the invitation of community helpers, special guests, or entertainment to the Day School, etc.

Miscellaneous Responsibilities

- Perform any additional responsibilities as deemed appropriate by the School Board.