

TITLE: Director  
HOURS: 8:00-4:00  
REPORTS TO: Board of Directors



### QUALIFICATIONS:

The Director must have a Director's Credential with VPK Endorsement, a Bachelors' degree in Education and certification in Early Childhood Education is preferred, and at least three years of full-time teaching experience with young children. It is preferable that the Director has experience or training in administration and knowledge of budgeting/financial matters. CPR and First Aid certifications must be up to date. Profession of faith in Jesus Christ and an active membership in a local church.

### RESPONSIBILITIES:

#### Personnel Management:

- Hire, train, and evaluate performance and termination of staff members.
- Supervise staff members, monitoring progress and activities; provide counsel and guidance as needed, including ongoing evaluation and annual performance review.
- Hold monthly staff meetings and age level meetings as necessary.
- Enforce, review, and update school Employee Handbook annually.
- Expect and maintain quality performance by all personnel.
- Supervise substitutes of absent staff members.
- Designate a staff member to serve as acting Director when necessary.
- Ensure that all licensing and DCF requirements are met at all times.

#### Programming:

- Maintain a safe, high quality program for children and families enrolled.
- Prepare school calendar and schedules.
- Schedule outside resource events, field trips and transportation needs.
- Assist teachers in selection and execution of curriculum.
- Plan and oversee annual events such as, parent meetings, staff luncheons, graduations, music programs, Open House, Kindergarten Informational Meeting, VPK Informational Meeting, etc.
- Administrate VPK as outlined by the state.
- Market the Center to the community.
- Responsible for registration, placement, and assignment of children into classrooms.
- Ensure facilities are maintained and clean.

#### Fiscal:

- Prepare and adhere to annual budget.
- Oversee accounting by bookkeeper to include: payroll, monthly balance sheets, accounting of fees and tuition.
- Present Director's report to monthly Board of Director's meetings.
- Arrange and oversee major capital improvements and repairs to facility.
- Oversee timeliness and accuracy of monthly payroll and bill payment, executed by Bookkeeper.

- Oversee receipt and accounting of fees and tuition executed by Director's Assistant and Child Care Coordinator.

#### Family Relations:

- Provide facility tours and informational sessions to prospective families.
- Supervise orientation of parents/guardians and inform them of School Policies.
- Enforce, review, and update "Parent Handbook" policy guide.
- Be available to parents for in-person or telephone conferences.
- Assist teachers and staff with challenging behaviors of children and parents.
- Responsible for annual and ongoing student registration and waiting list.
- Communicate regularly with parents and staff.

#### Professional Attributes:

- Works with other professional staff members to plan and implement activities that carry out philosophy of the school and accepted early childhood education practices.
- Be punctual in reporting to school.
- Dress appropriately and well groomed in compliance to Employee Handbook.
- Maintain up-to-date professional training and certification.
- Notify the Child Care Coordinator and office staff in the event of absence.
- Adhere to policies set forth in the Employee Handbook.
- Other duties deemed appropriate by the Board of Directors.

#### Duties:

- Open Center daily by 7:30am, if Director's Assistant is absent.
- If the Child Care Coordinator is absent, the Director is responsible for securing the building and setting alarm system at the end of the day.
- Attend monthly Board of Director meetings.
- Attend weekly church staff meetings.
- Represent the school at church and community events.
- Attend the Christmas program, End of Year school program, Kindergarten Opera, and Kindergarten Graduation ceremony.
- Execute all dates of registration.
- Maintain a minimum of 10 in-service hours annually.
- Step Up for Students Scholarship.
  - Process distribution payments.
  - Complete quarterly verification report online.
  - Complete participant agreement.
  - Update fees and certificates/licenses when needed.
  - Update system with any withdrawals.
- Early Learning Coalition (VPK)
  - Upload monthly "long forms" (green) online.
  - Verify attendance online and submit attendance for the month.
  - Upload new documents, certificates, and licenses.
  - Upload monthly sub forms when needed.