

DIRECTOR OF PRESCHOOL

2021

PURPOSE

To oversee the administration, program, curriculum, personnel, and registration of the weekday Preschool in accordance with the policies set forth by the Preschool Subcommittee.

ACCOUNTABILITY

The Preschool Director is accountable to the Preschool Subcommittee and to the Pastor as Head of Staff and the Session through the Personnel Committee.

QUALIFICATIONS

The minimum educational requirement shall be a bachelor's degree in education, early childhood development or related field. Administrative experience with employee supervision is strongly preferred. The Director's theology and practice of Christian faith must be consistent with our Presbyterian/Reformed theology and practice. This position requires someone who will communicate regularly and effectively with children and their parents.

RELATIONSHIPS:

The Preschool Director is supported by and reports monthly to the Preschool Subcommittee of the Children and Youth Ministries Committee (see Section F). The Director will also work in close cooperation with the Christian Educator for Children and Youth, Children and Youth Ministries Committee, Church staff, and Property Committee.

RESPONSIBILITIES

See attached.

TYPE

Part-time position, 25 hours per week, 46 weeks per year

BENEFITS

None currently

EVALUATION

Performance reviews will be conducted after the first three months of employment and annually thereafter by the Pastor and a representative from both the Session's Personnel Committee and the Preschool Subcommittee. The Preschool Subcommittee will review annually the adequacy of the compensation and share findings with the Session's Personnel Committee.

Approved by Preschool Subcommittee: February 18, 2021

DIRECTOR OF PRESCHOOL

Administrative Responsibilities

1. Supervise staff and direct daily activities.
2. Maintain a calendar of events including, but not limited to, special class activities, field trips, parent conferences, etc.
3. Order and purchase supplies needed to support daily program activities and maintain an orderly system of such supplies. Coordinate maintenance of supply closet items with the Christian Educator for Children and Youth.
4. Respond to delinquent accounts and notify Preschool Chair of any account past 30 days.
5. Submit invoices for accounts payable to the church treasurer for payment.
6. Maintain a record of petty cash disbursements.
7. Obtain monthly financial statements from the church financial secretary and present them to the Preschool Subcommittee at regular meetings.
8. Maintain accurate records of class enrollment and waiting lists. Notify those on waiting list promptly when vacancies occur. Advertise for openings when appropriate.
9. Update and prepare Parent Handbook for distribution at the beginning of the school year.
10. Direct the Summer Program. ***See Summer Program Director Responsibilities**

Health/Safety/Facility Responsibilities

1. Secure and maintain required health records and emergency medical release forms for all children enrolled in the program.
2. Implement an emergency evacuation plan in conjunction with the proper authorities and conduct fire drills monthly.
3. Monitor facility and playground equipment to ensure that it remains in a condition so as to protect the safety of the children.
4. Work with the Preschool and Property Committees on maintenance and repair of the indoor and outdoor facility and equipment.
5. Monitor the effectiveness of the cleaning service as it pertains to the Preschool facilities and report any problems to the Preschool and Property Committees.
6. At the end of the school day, lock doors to outside used by the Preschool. Before leaving, security check – doors, windows and adjustment in thermostats.

Staff Supervision/Development

1. Serve as supervisor, consultant and resource to the Preschool staff.
2. Conduct orientation with new staff members to acquaint them with the philosophy, policies and procedures of the program.
3. Conduct an annual staff meeting prior to the opening of school with all staff members, to review the Staff Handbook. Make sure every staff member has a copy of the Staff Handbook.
4. Update the Staff handbook annually or as needed, in consultation with the Preschool Chair.
5. Provide learning objectives for teachers of the two year olds, three year olds and Pre-K children. Revise and update as needed.
6. Review classroom calendars and assist staff with planning and meeting objectives.
7. Conduct full staff meetings on a regular, at least monthly, basis. Ensure that childcare is available for staff preschool aged children during staff meetings.
8. Interview and hire new staff members as needed for both the Preschool and Summer Program. The Chair of the Preschool Subcommittee, or a member of the committee designated by the Chair, shall assist with the interviewing. Conduct an evaluation of any new staff member within the first three months of employment.
9. Maintain a list of substitutes and assist staff with securing substitutes when necessary.
10. Regularly observe in the classrooms and provide feedback to the teachers. Assist teachers in classrooms when needed.
11. Provide a written annual evaluation of each staff member. The regular classroom observations are should be used in conducting these evaluations, in conjunction with overall performance in relation to the job description. These evaluations shall be shared with the Preschool Chair.
12. Promote staff development by encouraging attendance at workshops or other training events or provide in service workshops. Secure approval of Preschool Chair prior to registering for such events.
13. Make decisions regarding termination of staff members in accordance with the procedures set forth in the Staff Handbook.
14. Comply with Guilford Park Presbyterian Church's Policy on Ethics and Conduct as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.
15. Conduct the Criminal Background Checks on all prospective employees of the Preschool including the Summer Program as directed by Guilford Park Presbyterian Church's Policy on Ethics and Conduct.

Professional Development

1. Join and support local and state weekday preschool organizations, specifically GAEYC and local Directors' group.
2. Attend at least one workshop or training event annually. Secure prior approval of Preschool Chair.

Interaction with Parents

1. Promote the Preschool program in the community through social media and technological outreach. Provide tours with prospective parents. Weekly update the website that promotes the program.
2. Communicate with parents through personal contact at school, newsletters, notices, mailings, posted information, emails and phone calls when appropriate.
3. Meet with parents and the teacher whenever appropriate and necessary, in accordance with the policies set forth in the Parent Handbook.
4. Promote and encourage parent education on relevant issues both on-site and on the preschool website.
5. Recruit parents for annual fundraising. Take any plans to subcommittee for approval.

Interaction with Preschool Subcommittee

1. Attend monthly meetings of the Preschool Subcommittee and prepare a Director's Report updating program activities, enrollment, financial status, property matters, fundraising proposals and other appropriate matters.
2. Advise the subcommittee of long-term equipment needs.
3. Provide input in evaluating the long-term objectives and philosophy of the program.
4. Maintain subcommittee awareness of curriculum approaches, strategies, and resources used in comparable programs or promoted at workshops.
5. Assist the subcommittee with budgeting, including evaluating fees and salaries.
6. Provide a written annual report to the Session for inclusion in the church's Annual Report in consultation with the Preschool Subcommittee.

SUMMER PROGRAM

Director Responsibilities

Purpose

To oversee the administration, program, curriculum, personnel and registration of the weekday summer school, in accordance with the policies set forth by the Preschool Committee and Summer Director Responsibilities as set forth under Director Responsibilities.

Administrative Responsibilities

Same as Director Responsibilities

Health/Safety/Facility Responsibilities

Same as Director Responsibilities

Staff Supervision/Development

1. Have a staff meeting at beginning of summer program.
2. Interview and hire new staff members as needed.
3. Maintain a list of substitutes and assist staff with securing substitutes when necessary.

January

Decide dates for Summer Program, Dates for Summer Registration, Summer Registration Fee, Summer Tuition, and Staff Salaries.

January

Interview current staff to see who will work for Summer Program.

Decide on themes for each session.

Late February-March

1. Registration for Summer Program.
2. Collect all Registration Forms and fees - all fees are prepaid at time of registration, and record. Maintain waiting list if needed (no withdrawals allowed during summer program) **See Summer Notebook and Online Summer Folder.
3. Divide children into age groups according to their age as of June 1st and create classes.

Late March-April

Sign Summer Contracts for Staff.

May

Send out letter confirming Child's Registration and Class Placement along with reminder of Summer Policies. **See Summer Notebook.

June

1. Hold first summer staff meeting prior to 1st Session beginning.
2. Give out Class Lists, Snack signup, Playground Schedule, expectations of summer program (play-and-activity-based).

Purchase supplies needed for each session and by teachers.

Wash any preschool laundry needed during summer.

Record Staff Attendance. Submit payroll. See Summer Notebook for pay rates.