

First Baptist Pre-school Director Job Expectations

Qualifications

1. Profess a personal relationship with Jesus Christ
2. Share the Christian vision of the First Baptist Pre-school
3. Possess a degree in education/early childhood education

Staff Supervision

1. Annually will make recommendations to the board for the position of teachers, teachers' aides, and substitute teachers
2. Set a time for interviews with potential staff and the board
3. Maintain personnel files including resumes, applications for employment, medical reports, three letters of reference, and staff evaluation forms for each employee
4. Maintain the staff ratio, as well as assign staff and students to classes
5. Oversee staff performance, problems, evaluations, and commendations
6. Research continuing education seminars/workshops for the staff and attend when relevant

Registration

1. Advertise for enrollment
2. Register students throughout the year
3. Correspond with parents through mail/e-mail/Facebook/ etc.
4. Make arrangements for use of the building for all activities outside regular pre-school hours
5. At registration make available all necessary student forms
6. Collect completed forms, and file the forms for each student

Program

1. Supervise the day-to-day functioning of the program
2. Supervise curriculum development with an integral Christian emphasis
3. Organize parties, programs, and any other special activities throughout the year
4. Handle any thank you notes or proper acknowledgements, need for donations, volunteers, etc.
5. Ensure that regular emergency drills are held at least two times a year
6. Be familiar with all pre-school publications regarding staff, parents, safety, policies and procedures, and Indiana law

Responsibilities

1. Arrange for substitute staff as needed
2. Meet at least monthly with staff to oversee curriculum and day-to-day planning
3. Continue daily prayer with staff
4. Arrange for chapel days, enrichment, and other special events
5. Inventory equipment and supplies at the beginning of the year and at mid-year, and replace as needed

Special Concerns

1. Remain alert to signs of child abuse or neglect, reporting suspected cases as prescribed
2. Maintain a network with other child-care professionals, and when needed, refer specialists to parents
3. Work with teachers on any special needs of individual children
4. Assure that there is at least one staff member certified in first aid/CPR

Finance

1. Assist the treasurer with the budget
2. Regularly collect fees
3. Help order supplies and equipment as needed and bring any request for a large purchase to the board
4. Assist the treasurer with scholarships

Business

1. Keep parents informed and up to date on pre-school policies, procedures, and activities through the parent handbook, Facebook, calendar, texts, and notes posted at pre-school
2. Attend all board meetings to update the board on all program happenings and concerns
3. Act as liaison between staff and board
4. Publicize the pre-school and maintain continuing public relations with the community