

## **All God's Children by Grace Preschool Director/Teacher Position Description**

### **Mission/Purpose Statement:**

Provide developmentally appropriate play-based Christian curriculum, to encourage all students to "fall in love with school." Helping children become confident in appropriate social skills/educational knowledge needed to be successful and excited to learn once they reach grade school. Be the key to achieve the purpose of the ECE Center with up-to-date Christian distinctiveness and educational excellence.

- Develop a day to day procedures stating when, how, and who will carry out each responsibility
- Accountable to the Board for carrying out the responsibilities as outlined in position description
- Be willing to work as a team with ECE center, staff, pastor, and congregation;
- Prepare monthly/yearly budget reports, and operate within the budgets while maintaining records of handling the tuition/fees
- Plan for management of children's schedules and routines, faith development, chapel opportunities, and equipping indoor and outdoor areas to reflect a Christian environment
- Implement programs of enhancement opportunities such as invitations to community helpers/special guests
- Plan for the evaluation of the students in relations to their school progress, abilities and special needs
- Maintain an active communication system of parent-school relationships, keeping parents informed of student progress and needs of the child
- Maintain positive relationships among students, teachers, parents, pastor, congregation and community
- Arrange a sound nutritional program for snacks
- Hire and provide in-service training to new staff members
- Supervise all staff, implement a program for professional growth, teaching/assisting staff how to resolve conflicts between children and communicate with parents
- Promote enrollment at the ECE center through congregation and community; Provide enrollment materials that reflect the philosophy of the ECE center;
- Interview parents of prospective students
- Capable of managing a group of young children; relate to and accept each individual child as a unique child of God
- Be able to handle all concerns/issues related to the administration of the ECE center

### **Administrative Responsibilities:**

- Implement all federal, state and local licensing requirements – whether exempt or not
- Keep informed of all the school's legal responsibilities and liabilities

- Prepare and retain all personnel/health records as required by state regulations;
- Supervise classroom schedules, space and equipment, responsibilities of staff and the ECE center's annual calendar
- Assist the Board in preparation of position descriptions and periodic updates to staff handbook
- Arrange for necessary repairs and maintenance
- Ensure facilities are maintained/cleaned according to state regulations;
- Order and manage supplies
- Plan and implement safety program for the ECE center, conduct disaster and fire drills, and maintain regular safety checks on all safety space and equipment