

## **Job Description**

### **Director, First Methodist Day School**

WAGE/HOUR STATUS: Exempt Status

REPORTS TO: Board/FMC Preacher

#### **PRIMARY PURPOSE:**

Responsible for the total management of the First Methodist Day School that includes recruiting clients and staff, supervising staff, grants management and writing, budgeting, planning, purchasing, and interacting with faculty and staff of First Methodist Church. Use leadership and supervisory skills to promote the educational development of each student. Oversee compliance with state policies, success of instructional programs and operation of child care facilities and activities.

#### **QUALIFICATIONS:**

Education/Certification:

Must meet all Texas state licensing requirements for Child Care Center Director  
Bachelor's degree preferred.

Special Knowledge/Skills:

- Specific knowledge of early childhood education
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate child care site functions
- Ability to interpret policy, procedures, and data
- Strong organizational, communications, and interpersonal skills
- Ability to encourage and support staff and students in their spiritual growth

Minimum Experience:

Three years successful experience in a Daycare Facility/Education

Minimum five years of successful experience in leadership roles

#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. The First Methodist Day School ("FMDS" or the "Day School")'s daily operation must be administered in compliance with the minimum standards for licensing, health and safety requirements specified by Texas Department of Family and Protective Services for child care centers.
2. Oversee and maintain compliance by all employees with the minimum standards specified by Texas Department of Family and Protective Services for child care centers; have assignments that match their skills, abilities, and training; and meet the Day School's policies and regulations.
3. Ensure caregivers are not regularly scheduled for more than ten hours of direct child care during a 24-hour period; and qualified substitutes are called as necessary to meet minimum standards.
4. Interview staff applicants and participate in selection of personnel within state policies and regulations 5.

Possess the ability to communicate effectively in both written and verbal form with all levels of management, both internal and external to the Day School.

6. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
7. Assist in the development, revision, and evaluation of the Day School's curriculum.
8. Work with the faculty and parents to develop a student discipline management system that results in positive student behavior and enhances the school climate.
9. Develop and maintain a plan to provide for the safety and welfare of students and faculty.
10. Foster and develop good student, teacher, parent and community relations.
11. Oversee maintenance of the child care site plant and grounds.
12. Prepare various reports for state, local and/or regulatory entities.
13. Direct and maintain accurate procedures for pupil and staff personnel accounting.
14. Direct the management and preparation of the Day School's budget.
15. Assume responsibility for the attendance, progress, conduct and health of students and supervise the maintenance of accurate records of each student served at the Day School.
16. Direct the process of requisitioning, distributing and accounting for Day School equipment and materials.
17. Manage student enrollment and follow Day School policies to maintain enrollment in accordance with the Day School's formal waitlist.
18. Delegate, as appropriate, responsibilities to staff and/or volunteers based on strengths, abilities, and training.
19. Develop professional skills appropriate to job assignment.

#### **Other**

20. Comply with church policies, as well as state and federal laws and regulations
21. Adhere to the church's safety policies and procedures
22. Maintain confidentiality in the conduct of church/day school business
23. Must be able to perform the essential functions of walking and interacting with students and/or employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance on site for a minimum of 35 hours per week in accordance with state regulations
25. Other duties as assigned

#### **SUPERVISORY RESPONSIBILITIES:**

1. Assume supervisory responsibility and instructional leadership for the planning, operation, supervision and evaluation of the Day School program.
2. Hire, supervise and evaluate the performance of staff assigned to the Day School program including Asst. Director, instructional assistant(s), cook(s), custodian(s), student assistant(s), and secretary

#### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, printer, calculator, fax machine and audio visual equipment

**WORKING CONDITIONS:**

Mental Demands: Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate school-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors: Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving/lifting children, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional city-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Day School's policy of evaluation of administrative personnel. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.