

Job Description for Director of Playschool

Administration/Promotion:

- Advertise for Playschool (open house/registration, to fill class openings)
- Create/update brochure and registration forms
- Ensure website is updated with current information and links to forms
- Follow state regulations and file current health, dental, and medical release forms as designated by the local agency
- Coordinate tours of the school, process registrations, and form classes within size regulations
- Purchase stock and distribute supplies for staff and students
- Work with the bookkeeper for budgeting, salary and other financial exchanges
- Attend and participate in monthly church staff meetings
- Monthly Children's Services Committee (CSC) Meetings:
 - Distribute monthly director's report via email to all CSC members prior to meeting
 - Discuss contents of the report during the meeting
 - Be prepared to discuss budget questions during the meeting
 - Work with CSC members on any other issues that may arise
- Create a budget for approval by the CSC and the Church prior to June for the next school year
- Meet with the pastor and CSC chairperson for annual evaluations
- Create and distribute monthly newsletters and calendars for enrolled families
- Work with FBC to ensure that areas used by Playschool are kept clean and maintained
- Work cooperatively with FBC for building use, program events, and church events to avoid scheduling conflicts
- Work with the CSC and the Church to develop and execute protocols for handling health situations (like Covid)

Curriculum/Program:

- Create/order curriculum for preschool
- Organize holiday functions between families and FBC (Halloween, Christmas, Valentines, Graduation...and others as deemed appropriate)
- Organize periodic field trips (Our Farm, The Zoo, etc.)

Staff:

- Recruit staff to teach/assist classes
- Provide staff with curriculum and materials
- Hold monthly staff meetings
- Determine salaries, evaluate staff yearly or as deemed appropriate
- Provide initial and ongoing staff training
- Record staff hours, coordinate payroll processing, distribute pay
- Keep open and clear communication with all staff members
- Coordinate closely with **all** of the teachers to ensure that there is cohesion between all of the classes