

Early Childhood Director

Challenging Minds - Capturing Hearts - Cultivating Gifts



Job Title: Early Childhood Director

Category: Director

Reports to: Elementary Dean

Job Overview:

The Early Childhood Director will coordinate all of the operational requirements of the preschool, pre-kindergarten and latchkey programs. The goal is to meet all of the needs of the students utilizing these services while maintaining compliance with state mandates. The Early Childhood Director will serve as an assistant to the Elementary Dean with various job duties. Job Hours are 7:30am-4:30pm. Maintaining state compliance with regard for the program and teacher qualifications, scheduling, budgeting, parent tours, parent communication, and Gesell testing will be under the oversight of the Early Childhood director.

Qualifications:

- **Education:** Bachelor's Degree in Early Childhood, Teaching Certificate or experience preferred, Valid preschool/early childhood endorsement will be required, including all necessary endorsements required by the State of Michigan.
- **Spiritual:** As a ministerial representative, evidence of personal and active relationship with Jesus Christ is required. Specifically, builds relationships through prayer, actively seeking God's direction, reading God's word and applying it to daily life. Regular church attendance, actions, behavior and appearance representative of a conservative Christian both in and out of the school environment. Adherence to and support of Parkway's Statement of Faith, Core Values and Spiritual Qualifications.

Essential Knowledge/Skills:

- Skills/Qualities
 - Classroom management knowledge
 - Organization
 - Time management
 - Interpersonal communication
 - Child development awareness
 - Google Suite
 - Passion for Christian education
 - Servant leadership
 - Proactive personality

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- Knowledge
 - Business telephone and email etiquette
 - Concepts of grammar and punctuation
 - Mastery of specific content area curriculum and standards
 - Understanding of differentiated instruction
 - Strong biblical foundation and understanding
 - Michigan Department of Education Standards for Early Childhood
 - Maintain current knowledge of effective intervention strategies

- Ability
 - Provide a quality program for both 3 and 4 year olds within the structure of the guidelines put in place by the organization
 - Train, assess and manage staff as needed to provide a quality, in ratio program
 - Maintain current and organized records
 - Communicate effectively with teachers, parents, administrators and the state
 - Access multiple avenues for resources necessary to provide the quality program
 - Passion for children in the early childhood age
 - Understanding of various childhood developmental stages
 - Flexibility to assist the Elementary Dean as needed
 - Willingness to learn new skills

Experience:

Classroom experience preferred.

Specific Responsibilities: This list is not exhaustive, and PCS reserves the right to modify the responsibilities and job duties as needed to best serve the needs of the organization.

- Oversees Preschool and Pre-Kindergarten Program
- Assist, train and empower staff
- Create a positive, encouraging and growth oriented environment for staff
- Work with the EL Dean to provide staff with resources and strategies for in-class use
- Work with the EL Dean to provide staff with training and mentoring as needed to maintain Kingdom Education principles
- Provides support to the lead teachers to offer students with a quality developmental, centers based program
- Assess students on a regular basis, provide Elementary Dean with reports of any students who need attention and work with the lead teachers on intervention strategies

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- Maintains compliance with state requirements for all aspects of the program
- Design and supervise the implementation of intervention programs as needed
- Maintain detailed records on each student
- Maintain detailed records required by state
- Provide Elementary Dean with reports as requested
- Provide administration with quarterly reports on the health of the program
- Assist in training teachers in following Kingdom Education format for procedures, including discipline
- Supervise all employment needs, including scheduling of staff
- Maintains communication with staff through regular staff meetings
- Attend EL staff meetings
- Oversees staff development through regular and ongoing training in procedures
- Oversees budget
- Conducts Tours and parent informational meetings as needed
- Assist EL Dean with K-4 related matters such as but not limited to:
 - Discipline concerns
 - Chapels
 - Events
 - Communication
- Supervise design of the latchkey program that meets or exceeds state guidelines
- Assist and train latchkey staff to maintain compliance with the structure of the program
- Provide latchkey staff with resources and strategies for maintaining program
- Maintain detailed latchkey records required by state
- Provide EL Dean with quarterly reports on the health of the program
- Supervise maintenance of latchkey room
- Monitor latchkey staff and procedures for state and Kingdom Education compliance
- Oversees latchkey budget