

Parkway Christian School Early Childhood Director Job Description

Overview:

The Childcare 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. Maintaining Kingdom Education compliance, scheduling, budgeting, analyzing needs, staffing needs and evaluations, parent tours, parent communication, and Gesell testing will be under the oversight of the Preschool director. As a director, some flexibility will be required with regard to personal schedule.

Reports to:

Elementary Dean

Qualifications:

Minimum Bachelors in Education, Master Degree preferred. Valid preschool/early childhood endorsement will be required.

Essential Knowledge/Skills:

Possess the ability to provide a quality program for both 3 and 4 year olds within the structure of the guidelines put in place by the board. Possess the ability to train, assess, and manage staff as needed to provide a quality, in ratio program. Maintaining current and organized records to communicate effectively with classroom teachers, parents, administrators and the state is vital. Maintaining current knowledge of effective intervention strategies and an understanding of multiple avenues for resources is essential.

Specific Responsibilities:

Oversees Preschool/Pre-Kindergarten Program

- ❖ Assist and train staff in making full use of services and resources available
- ❖ Provide staff with resources and strategies for in-class use
- ❖ Provide staff with training and mentoring as needed to maintain Kingdom Education principles
- ❖ Provide students with a quality developmental, center based program under the parameters given by the board
- ❖ Assess students on a regular basis, provide Elementary Dean with reports of any students who need attention
- ❖ Maintains compliance with state requirements for all aspects of the program
- ❖ Design 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
- ❖ 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
- ❖ Oversees staff development through regular and ongoing training in procedures
- ❖ Oversees budget
- ❖ Conducts Tours and parent informational meetings

Latchkey

- ❖ Supervise design of the program that meets or exceeds state guidelines
- ❖ Assist and train staff to maintain compliance with the structure of the program
- ❖ Provide staff with resources and strategies for maintaining program
- ❖ Maintain detailed records required by state
- ❖ Provide administration with quarterly reports
- ❖ Supervise maintenance of room
- ❖ Monitor staff and procedures for state and Kingdom Education compliance
- ❖ Oversees budget